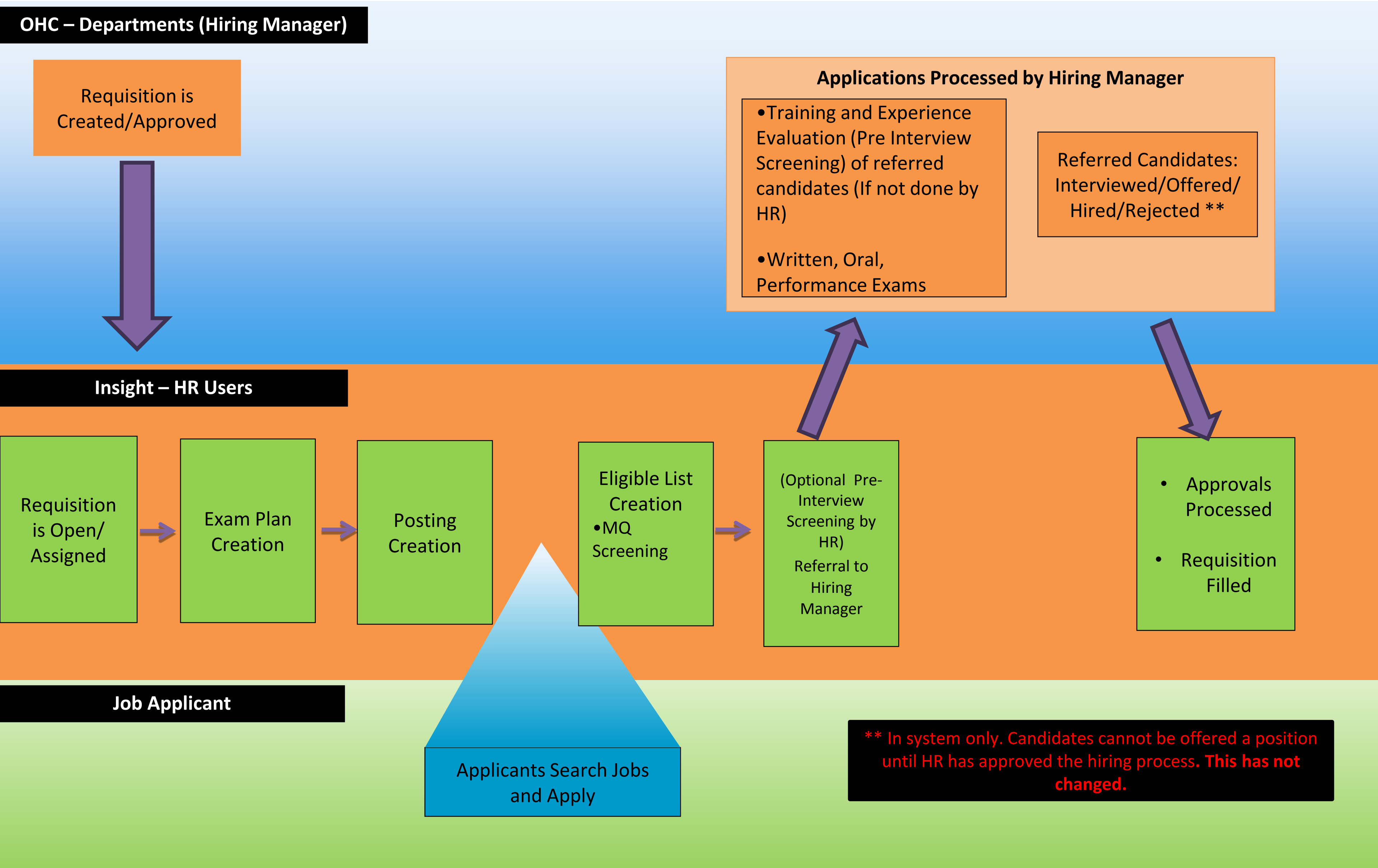
Workplace Alaska
State of Alaska Online Recruitment System
Alaska...Great Land,
Great People,
Great Jobs!

Online Hiring Center Training

Agenda

- Log-in to the Online Hiring center (OHC)
- Create a Requisition
- View/Process Referred List
- Schedule an Interview
- Reject a Candidate
- Make a Hire Approval Request
- Notify Applicants

Recruitment Life Cycle



OHC – Departments (Hiring Manager)

Requisition is Created/Approved

Applications Processed by Hiring Manager

- Training and Experience Evaluation (Pre Interview Screening) of referred candidates (If not done by HR)
- Written, Oral, Performance Exams

Referred Candidates: Interviewed/Offered/ Hired/Rejected **

Insight – HR Users

Requisition is Open/ Assigned

Exam Plan Creation

Posting Creation

Eligible List Creation
- MQ Screening

(Optional Pre-Interview Screening by HR)
Referral to Hiring Manager

- Approvals Processed
- Requisition Filled

Job Applicant

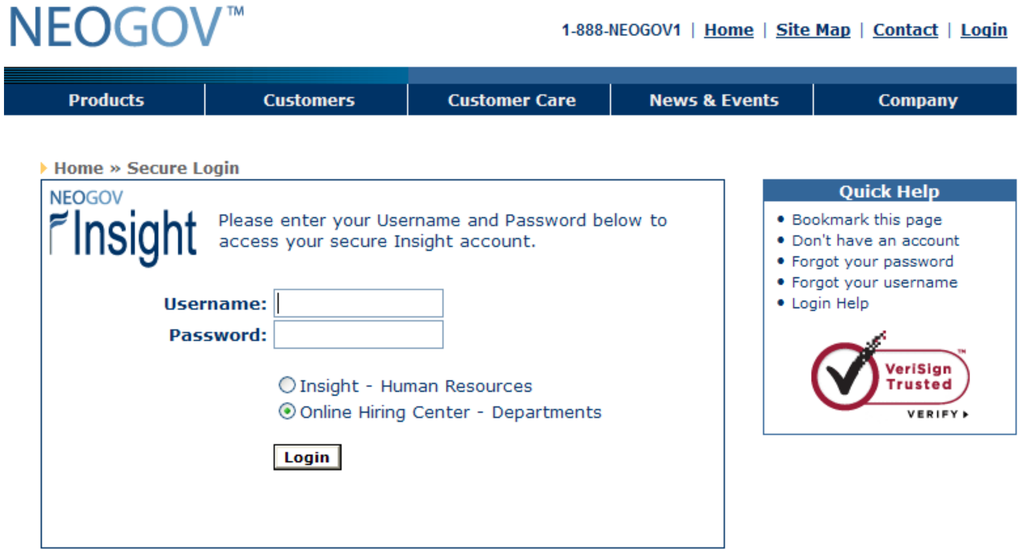
Applicants Search Jobs and Apply

** In system only. Candidates cannot be offered a position until HR has approved the hiring process. **This has not changed.**

Log-in to Online Hiring Center

- Training environment: http://secure.training.neogov.com
- Production environment: http://secure.neogov.com

Note: Use the URLs to make sure you are where you intend to be


NEOGOV™
1-888-NEOGOV1 | Home | Site Map | Contact | Login
Products
Customers
Customer Care
News & Events
Company
Home » Secure Login
NEOGOV Insight
Quick Help
Bookmark this page
Don't have an account
Forgot your password
Forgot your username
Login Help
VeriSign Trusted VERIFY
Login

Please enter your Username and Password below to access your secure Insight account.

Username:

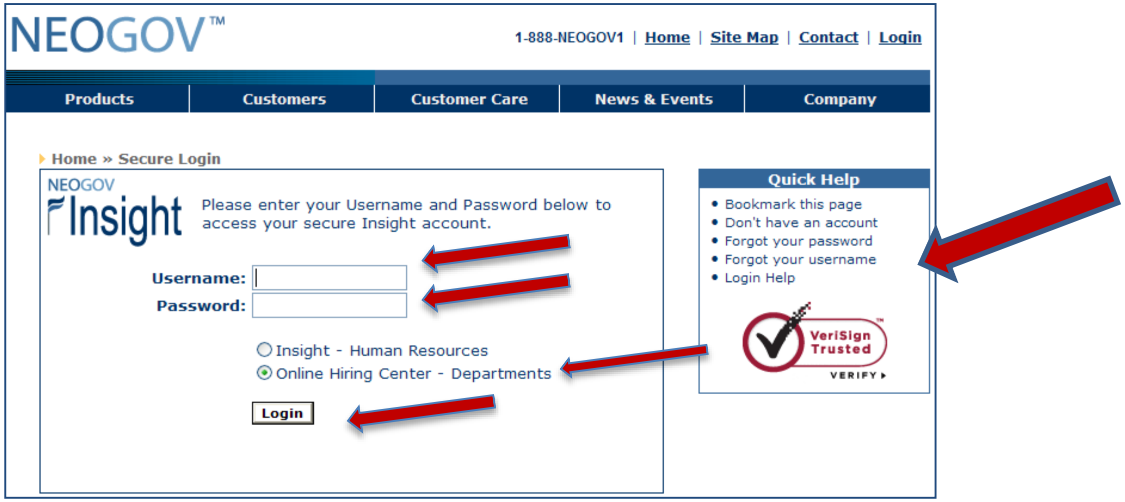
Password:

○ Insight - Human Resources

● Online Hiring Center - Departments

Log-in to OHC

- Enter Username and Password
- Select Online Hiring Center – Departments
- Click Login
- If you forget your password or username there are “Quick Help” links to the right of the page


NEOGOV™
1-888-NEOGOV1 | Home | Site Map | Contact | Login
Products
Customers
Customer Care
News & Events
Company
Home » Secure Login
NEOGOV Insight
Quick Help
Bookmark this page
Don't have an account
Forgot your password
Forgot your username
Login Help
VeriSign Trusted
VERIFY
Login

Please enter your Username and Password below to access your secure Insight account.

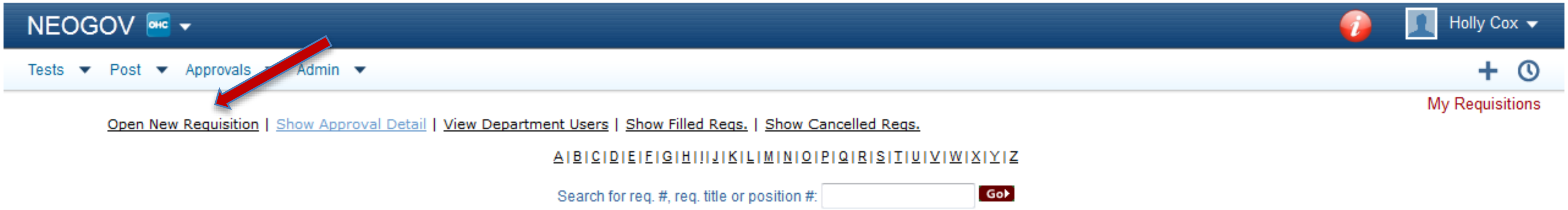
Username:

Password:

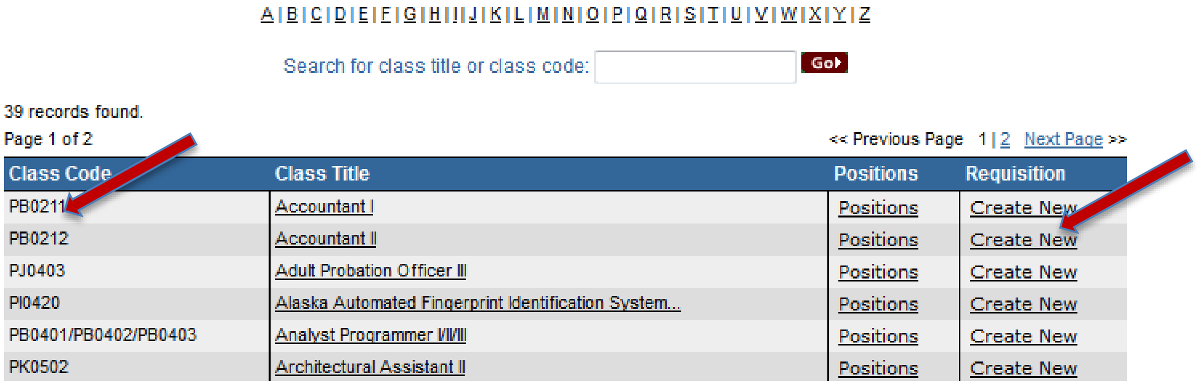
○ Insight - Human Resources
● Online Hiring Center - Departments

Create a Requisition

- From the “My Requisitions” page click on “Open New Requisition”


NEOGOV
Holly Cox
Tests
Post
Approvals
Admin
My Requisitions
Open New Requisition | Show Approval Detail | View Department Users | Show Filled Reqs. | Show Cancelled Reqs.
A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z
Search for req. #, req. title or position #:
Go

- Click ‘Create New’ to the right of the appropriate Class Title


A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z
Search for class title or class code:
Go
<< Previous Page 1 | 2 Next Page >>

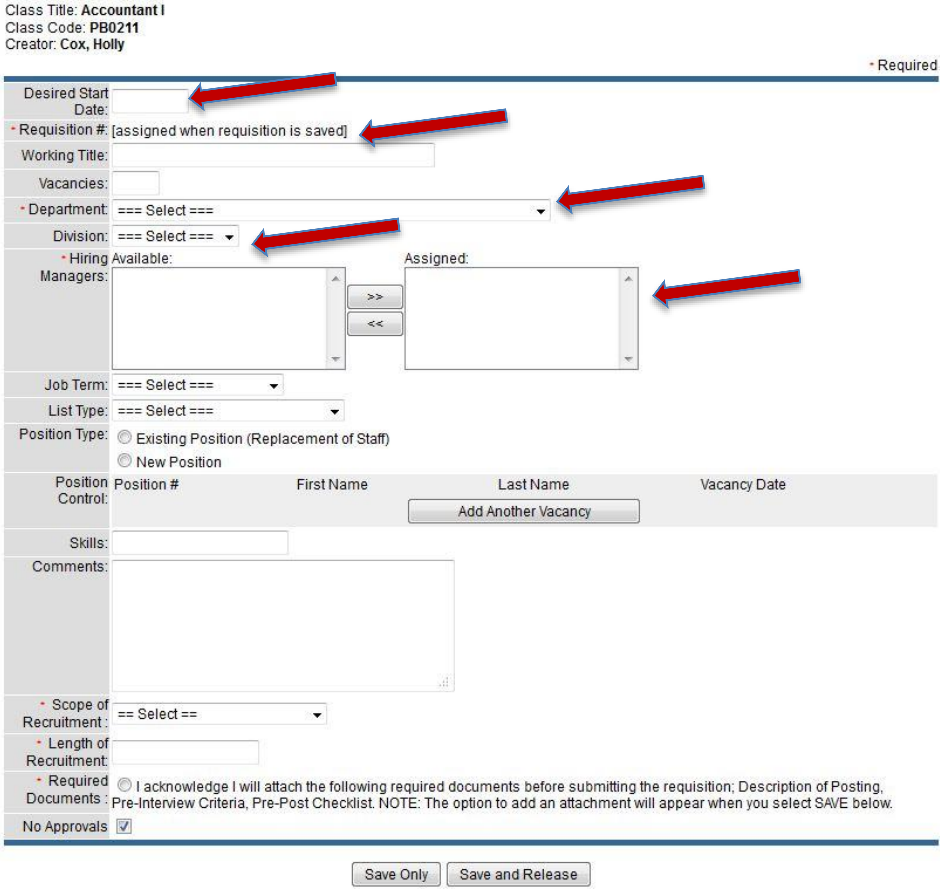
39 records found.
Page 1 of 2

Class Code	Class Title	Positions	Requisition
PB0211	Accountant I	Positions	Create New
PB0212	Accountant II	Positions	Create New
PJ0403	Adult Probation Officer III	Positions	Create New
PI0420	Alaska Automated Fingerprint Identification System...	Positions	Create New
PB0401/PB0402/PB0403	Analyst Programmer I/II/III	Positions	Create New
PK0502	Architectural Assistant II	Positions	Create New

Review class code to ensure it is a SOA classified position

Create a Requisition

- Fill out form
- **Desired Start Date** is for when to post a job if the job posting does NOT have to be ASAP
- **Requisition number** gets assigned automatically
- **Working Title** insert ‘Job Class Title’ followed by ‘PCN’ (Office Assistant II, PCN 05-1234)
- **Department**, select your department (this will limit what Hiring Managers are available to select)
- **Division**, select your division (this will limit what Hiring Managers are available to select)
- **Hiring Manager** select all Hiring Managers / Hiring Assistants (including yourself) who will be processing the candidates

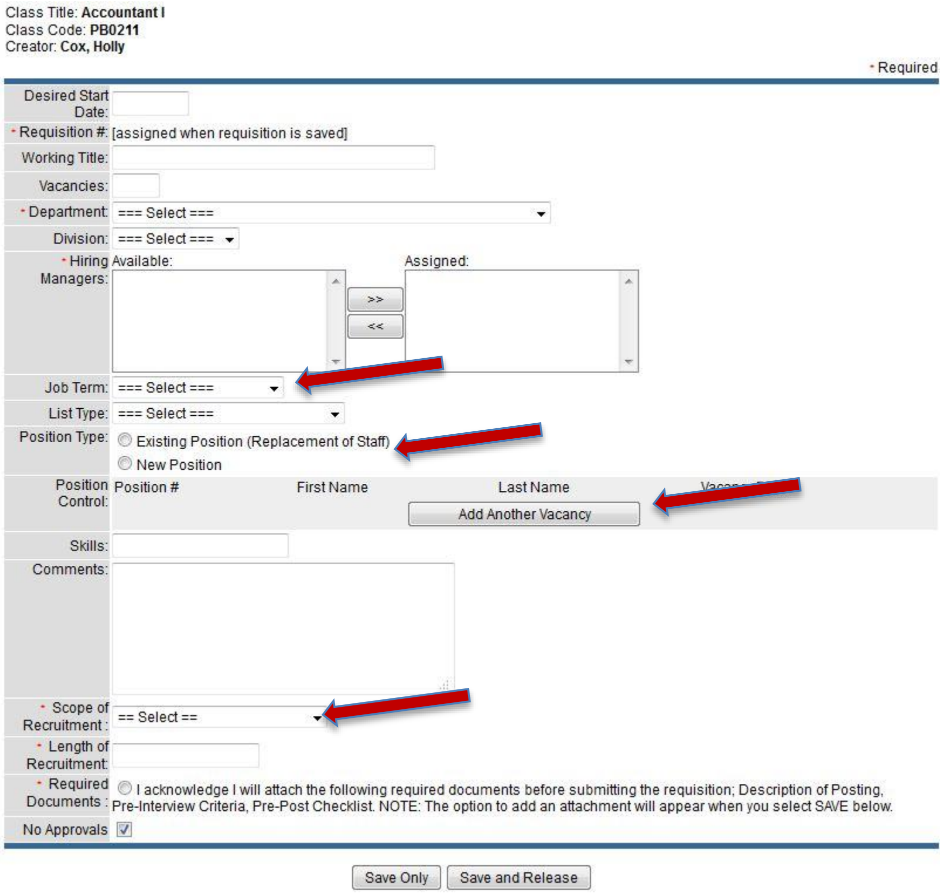

Class Title: **Accountant I**
Class Code: **PB0211**
Creator: **Cox, Holly**

• Required

Desired Start Date:
• Requisition #: [assigned when requisition is saved]
Working Title:
Vacancies:
• Department: === Select ===
Division: === Select ===
• Hiring Managers: Available: Assigned:
Job Term: === Select ===
List Type: === Select ===
Position Type: ○ Existing Position (Replacement of Staff) ○ New Position
Position Control: Position # First Name Last Name Vacancy Date
Skills:
Comments:
• Scope of Recruitment: == Select ==
• Length of Recruitment:
• Required Documents: ○ I acknowledge I will attach the following required documents before submitting the requisition; Description of Posting, Pre-Interview Criteria, Pre-Post Checklist. NOTE: The option to add an attachment will appear when you select SAVE below.
No Approvals ☑

Create a Requisition

- Fill out form (cont.)
  - **Job Term** lets HR know what type of job opening, Full Time, Part Time, Internship.
  - **List type** is not used
  - **Position Type** select existing or new
  - **Position Control** is required and you need to click on 'Add Another Vacancy' to get the form field options to be revealed to enter PCN(s) you intend to fill. You must enter all fields for the PCN information.
  - **Scope of Recruitment** is where you say who the job is open to



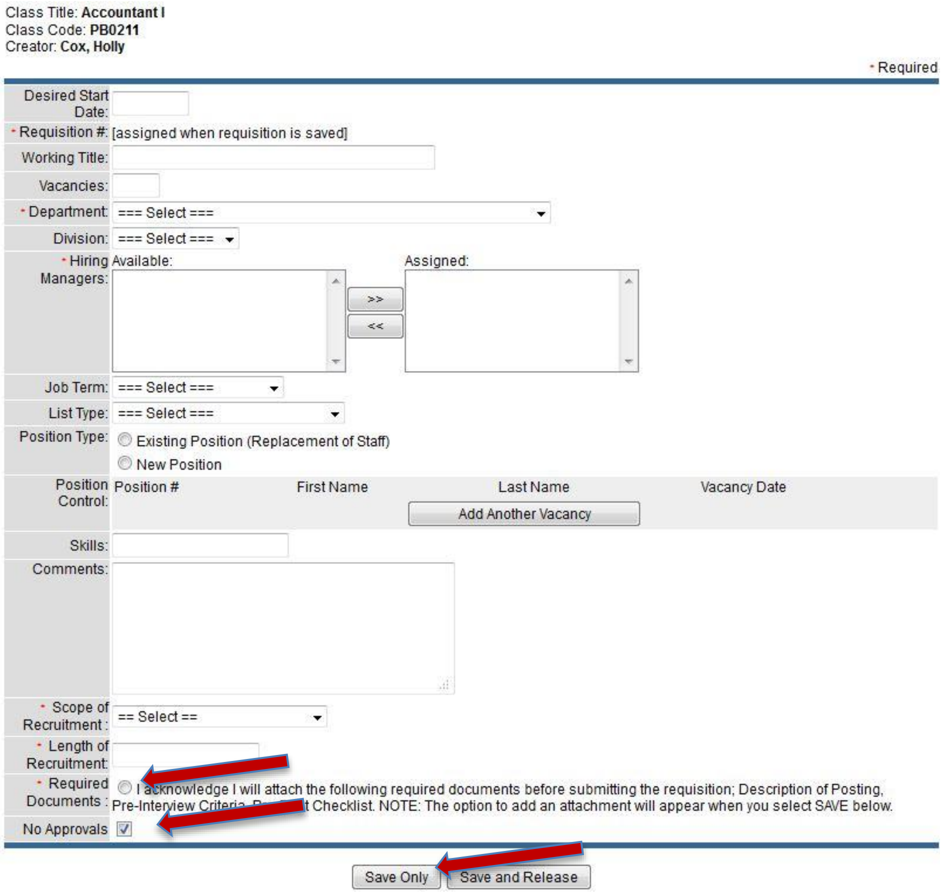
Class Title: **Accountant I**
Class Code: **PB0211**
Creator: **Cox, Holly**

* Required

Desired Start Date:
* Requisition #: [assigned when requisition is saved]
Working Title:
Vacancies:
* Department: === Select ===
Division: === Select ===
* Hiring Managers: Available: Assigned:
Job Term: === Select ===
List Type: === Select ===
Position Type: ○ Existing Position (Replacement of Staff) ○ New Position
Position Control: Position # First Name Last Name
Skills:
Comments:
* Scope of Recruitment : == Select ==
* Length of Recruitment:
* Required Documents : ○ I acknowledge I will attach the following required documents before submitting the requisition; Description of Posting, Pre-Interview Criteria, Pre-Post Checklist. NOTE: The option to add an attachment will appear when you select SAVE below.
No Approvals ☑

Create a Requisition

- Fill out form (cont.)
  - **Required Documents,** clicking this acknowledges that you will attach all required documents before submitting the requisition
  - **No Approvals** – **Uncheck this box.** All requisitions (recruitments) will require approval from the division director and Admin Services Director or their designee prior to HR approval and posting the job announcement, to ensure budgetary considerations are met.



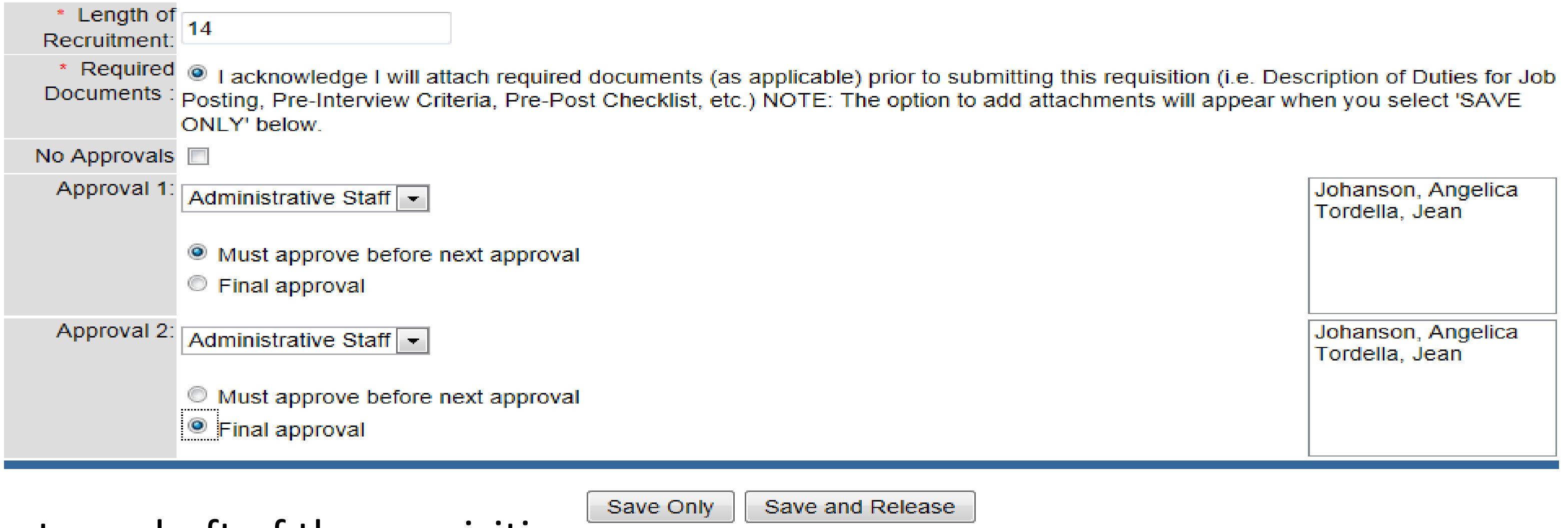
Class Title: **Accountant I**
Class Code: **PB0211**
Creator: **Cox, Holly**

* Required

Desired Start Date:	
* Requisition #:	[assigned when requisition is saved]
Working Title:	
Vacancies:	
* Department:	=== Select ===
Division:	=== Select ===
* Hiring Managers:	Available: >> << Assigned:
Job Term:	=== Select ===
List Type:	=== Select ===
Position Type:	○ Existing Position (Replacement of Staff) ○ New Position
Position Control:	Position # First Name Last Name Vacancy Date Add Another Vacancy
Skills:	
Comments:	
* Scope of Recruitment :	== Select ==
* Length of Recruitment:	
* Required Documents :	○ I acknowledge I will attach the following required documents before submitting the requisition; Description of Posting, Pre-Interview Criteria, [illegible]t Checklist. NOTE: The option to add an attachment will appear when you select SAVE below.
No Approvals	☑

Approvals Process

- Each requisition/recruitment in DEED will require three levels of approval:
    - For Approval 1, select Education Division Management from the drop down box, then select the radio button for “Must approve before next approver”, then select your Division Director (or their Designee) from the box on the right.
    - For approval 2, select Education Executive Management from the drop down box, then select the radio button for “Must approve before next approver”, then select the Admin Services Director, School Finance Director, and/or Deputy Commissioner from the box on the right.
    - For Final Approval, select Agency HR from the drop down box, then select the radio button for “Final Approval”, then select your HR Staff from the box on the right.

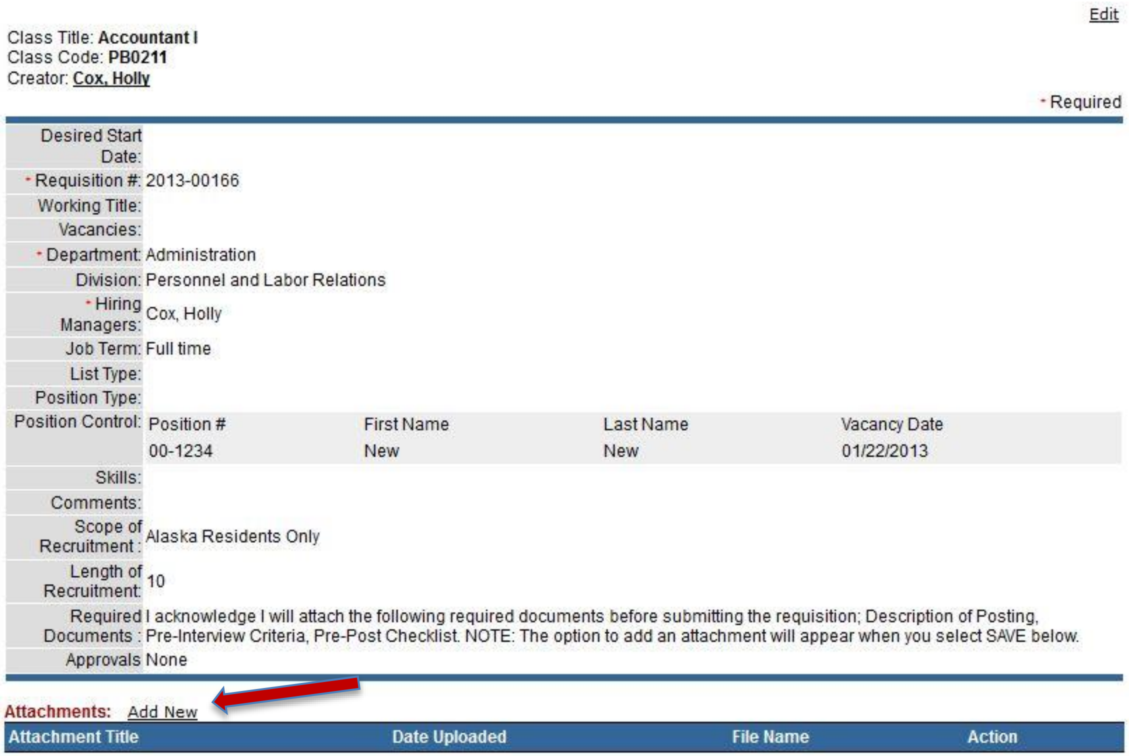


* Length of Recruitment:	14	
* Required Documents :	● I acknowledge I will attach required documents (as applicable) prior to submitting this requisition (i.e. Description of Duties for Job Posting, Pre-Interview Criteria, Pre-Post Checklist, etc.) NOTE: The option to add attachments will appear when you select 'SAVE ONLY' below.	
No Approvals	☐	
Approval 1:	Administrative Staff ● Must approve before next approval ○ Final approval	Johanson, Angelica Tordella, Jean
Approval 2:	Administrative Staff ○ Must approve before next approval ● Final approval	Johanson, Angelica Tordella, Jean

Save Only creates a draft of the requisition, you **MUST** select this so you can attach additional/required documents

Create a Requisition

- Attach Documents
- On the ‘View / Edit Requisition’ screen click ‘Add New’ at the bottom



Class Title: **Accountant I**
Class Code: **PB0211**
Creator: **Cox, Holly**

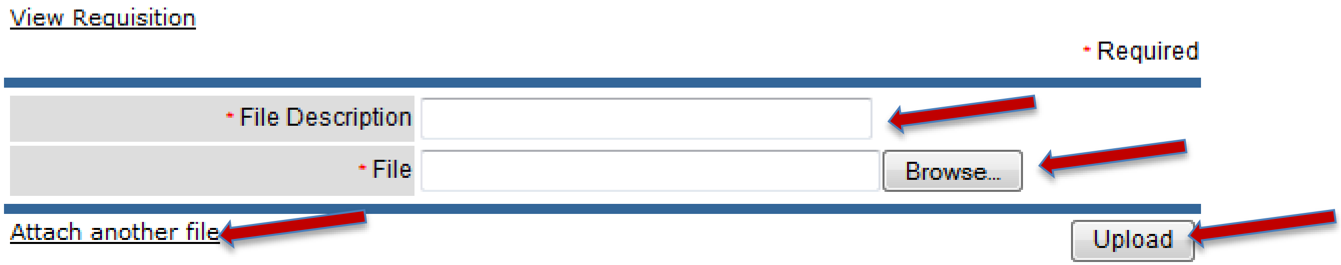
Desired Start Date:	
* Requisition #:	2013-00166
Working Title:	
Vacancies:	
* Department:	Administration
Division:	Personnel and Labor Relations
* Hiring Managers:	Cox, Holly
Job Term:	Full time
List Type:	
Position Type:	
Position Control:	Position # / First Name / Last Name / Vacancy Date 00-1234 / New / New / 01/22/2013
Skills:	
Comments:	
Scope of Recruitment :	Alaska Residents Only
Length of Recruitment:	10
Required Documents :	I acknowledge I will attach the following required documents before submitting the requisition; Description of Posting, Pre-Interview Criteria, Pre-Post Checklist. NOTE: The option to add an attachment will appear when you select SAVE below.
Approvals	None

Attachments: Add New

Attachment Title	Date Uploaded	File Name	Action

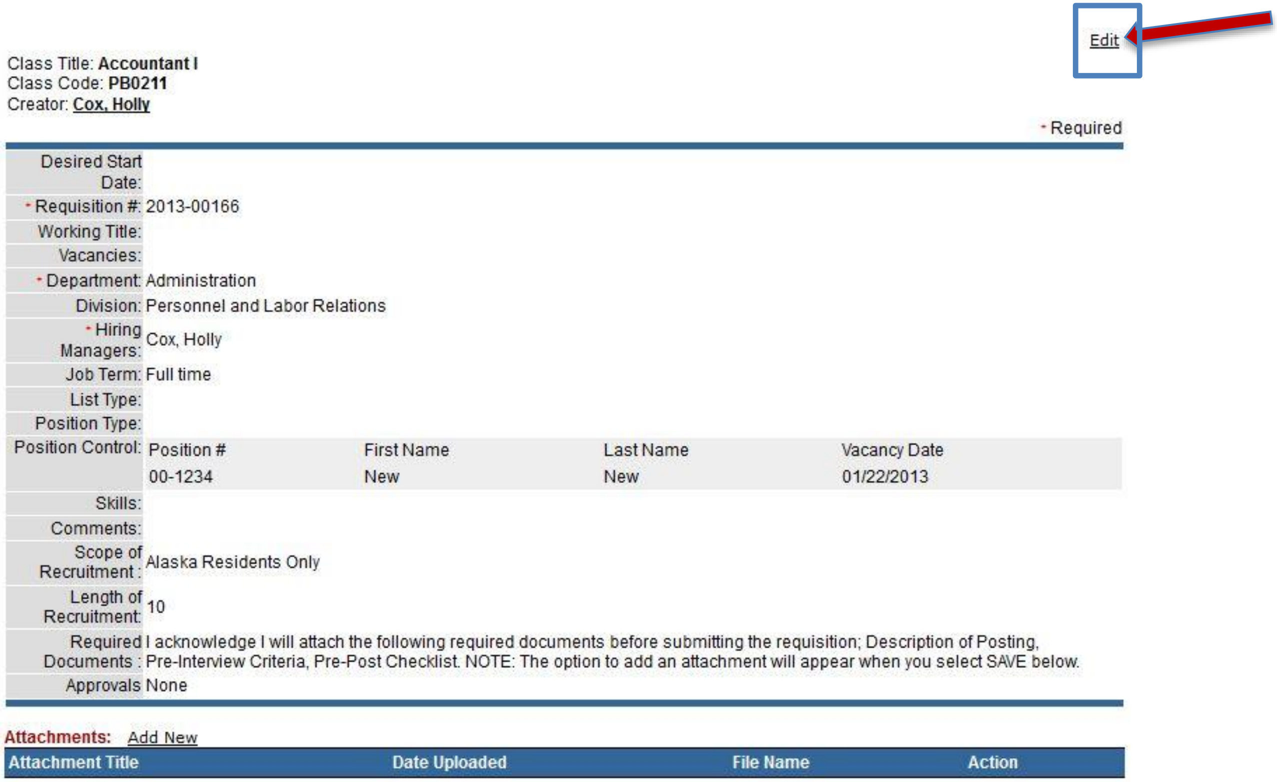
Create a Requisition

- Attach Documents (cont.)
- Fill out the form to add the required documents (You must attach the WPA Posting Template [which includes job description, pre-interview criteria, required documents to be submitted, and contact information] and Pre-Post Checklist)
- **File Description** is where you include an appropriate label for the file being uploaded. Required files: Description of Position, Pre-Interview Criteria, and Pre-Post Checklist
- **File** is where you click 'Browse…' to search your computer for the document to upload and attach.
- **Attach Another File** adds additional rows of form fields to fill out to attach additional files.
- **Click Upload** to attach files to the requisition


View Requisition
* Required
* File Description
* File
Browse...
Attach another file
Upload

Create a Requisition

- Send to HR
- Click **Edit** on the 'View/Edit Requisition' page



Class Title: **Accountant I**
Class Code: **PB0211**
Creator: **Cox, Holly**

· Required

Desired Start Date:
· Requisition #: 2013-00166
Working Title:
Vacancies:
· Department: Administration
Division: Personnel and Labor Relations
· Hiring Managers: Cox, Holly
Job Term: Full time
List Type:
Position Type:
Position Control:

Position #	First Name	Last Name	Vacancy Date
00-1234	New	New	01/22/2013

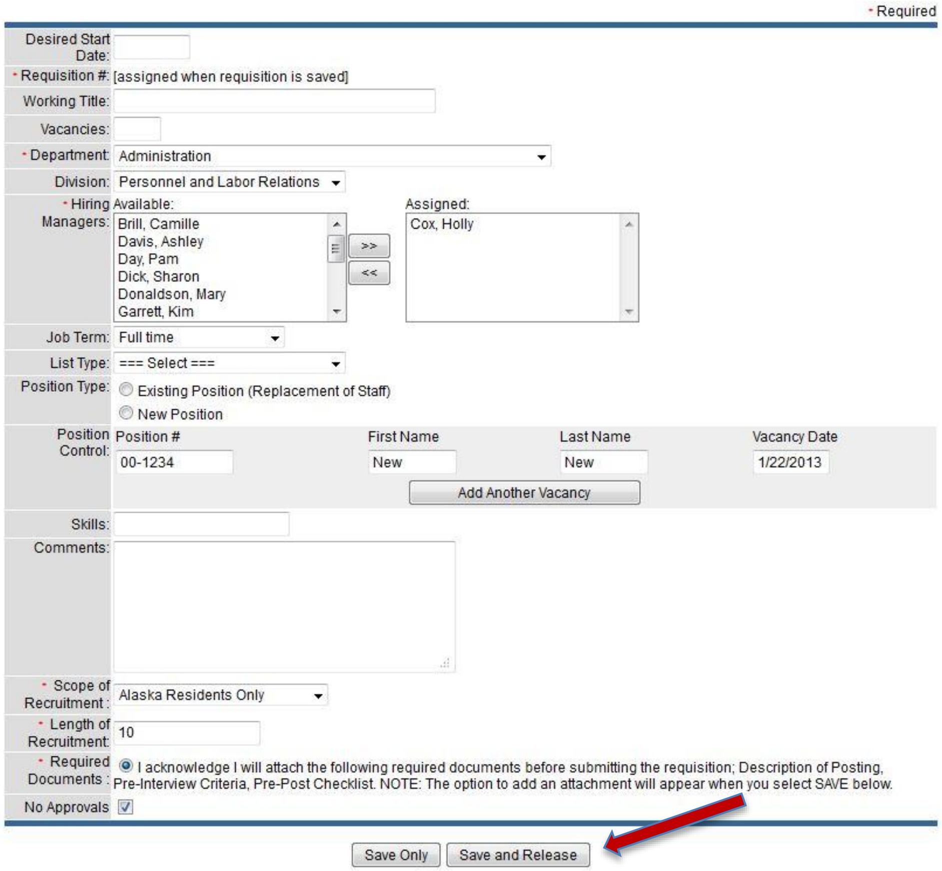
Skills:
Comments:
Scope of Recruitment : Alaska Residents Only
Length of Recruitment: 10
Required Documents : I acknowledge I will attach the following required documents before submitting the requisition; Description of Posting, Pre-Interview Criteria, Pre-Post Checklist. NOTE: The option to add an attachment will appear when you select SAVE below.
Approvals None

Attachments: Add New

Attachment Title	Date Uploaded	File Name	Action

Create a Requisition

- Send to HR
- Review the information entered in the form
- Make any necessary changes
- Click **Save and Release**
- An electronic notification is sent to approvers and your agency HR that your requisition is awaiting approval and posting
- If you need to make a change to the requisition or attachments after submitting, you will need to notify your HR staff



• Required

Desired Start Date:

• Requisition #: [assigned when requisition is saved]

Working Title:

Vacancies:

• Department: Administration

Division: Personnel and Labor Relations

• Hiring Managers: Available: Brill, Camille
Davis, Ashley
Day, Pam
Dick, Sharon
Donaldson, Mary
Garrett, Kim — Assigned: Cox, Holly

Job Term: Full time

List Type: === Select ===

Position Type: ○ Existing Position (Replacement of Staff) ○ New Position

Position Control:

Position #	First Name	Last Name	Vacancy Date
00-1234	New	New	1/22/2013

Skills:

Comments:

• Scope of Recruitment : Alaska Residents Only

• Length of Recruitment: 10

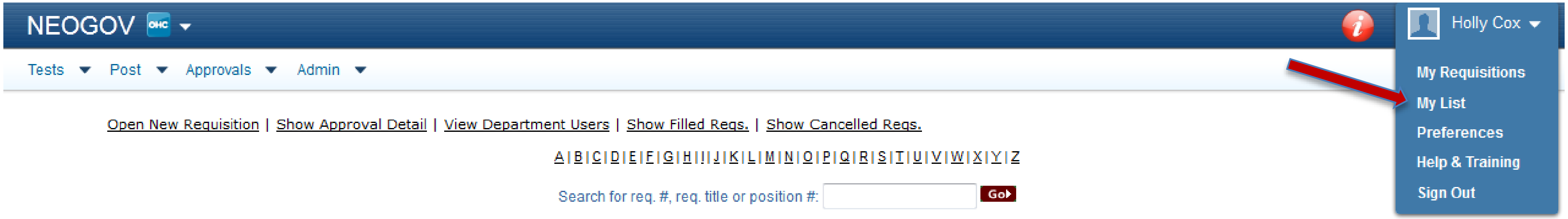
• Required Documents : ● I acknowledge I will attach the following required documents before submitting the requisition; Description of Posting, Pre-Interview Criteria, Pre-Post Checklist. NOTE: The option to add an attachment will appear when you select SAVE below.

No Approvals ☑

This completes the requisition process. Now you can sit back and wait for your referred list of applicants to arrive.

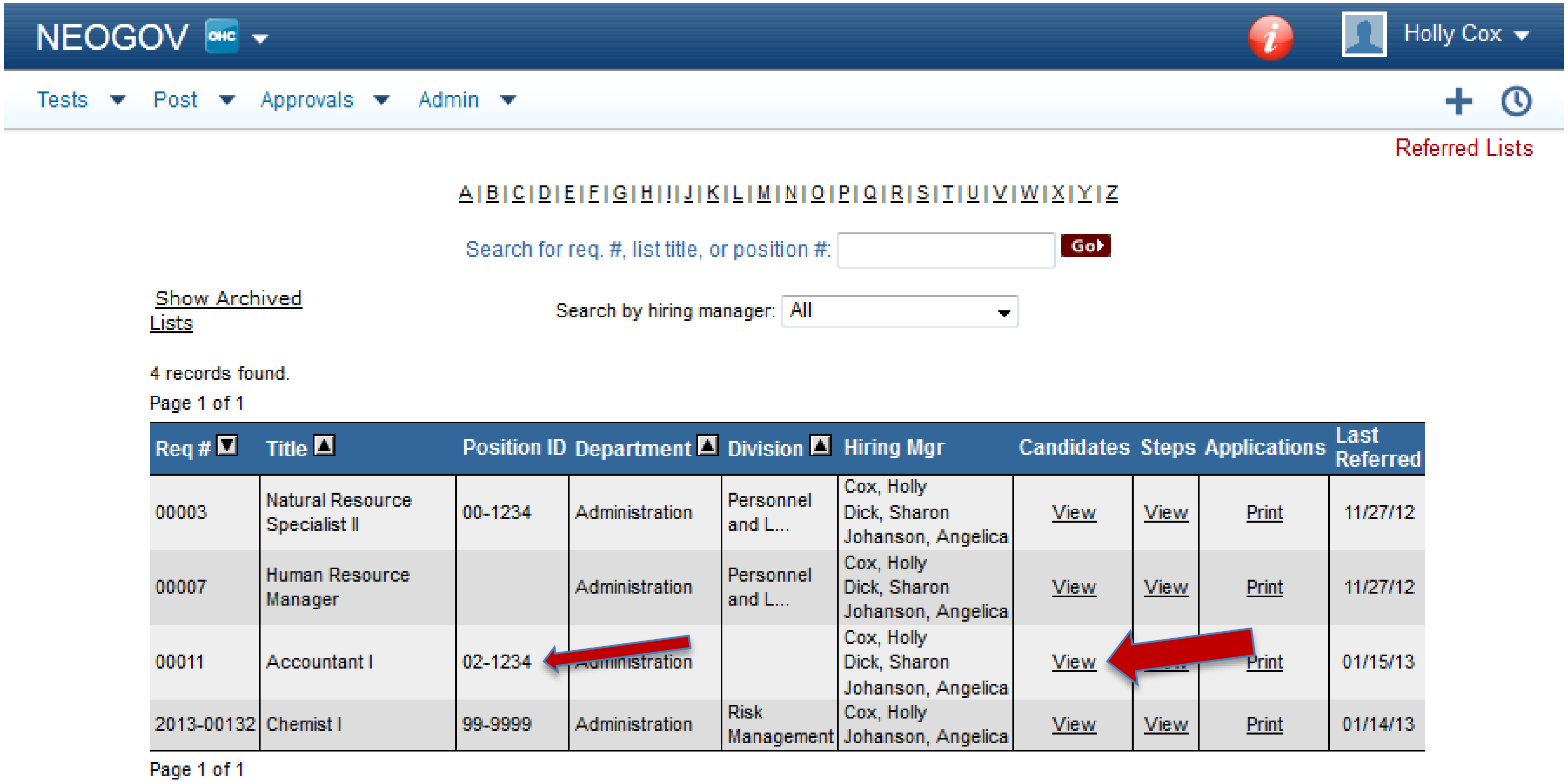
View / Process Referred List

- Hover over your name in the right hand corner
- In the dropdown list select **My List**


NEOGOV
OHC
Holly Cox
Tests
Post
Approvals
Admin
My Requisitions
My List
Preferences
Help & Training
Sign Out
Open New Requisition | Show Approval Detail | View Department Users | Show Filled Reqs. | Show Cancelled Reqs.
A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z
Search for req. #, req. title or position #:
Go

View / Process Referred List

- Locate appropriate Position ID Number (PCN)
- Click on **View** under the ‘Candidates’ column


NEOGOV
OHC
Holly Cox
Tests
Post
Approvals
Admin
Referred Lists
A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z
Go
Show Archived Lists

Search for req. #, list title, or position #:

Search by hiring manager: All

4 records found.

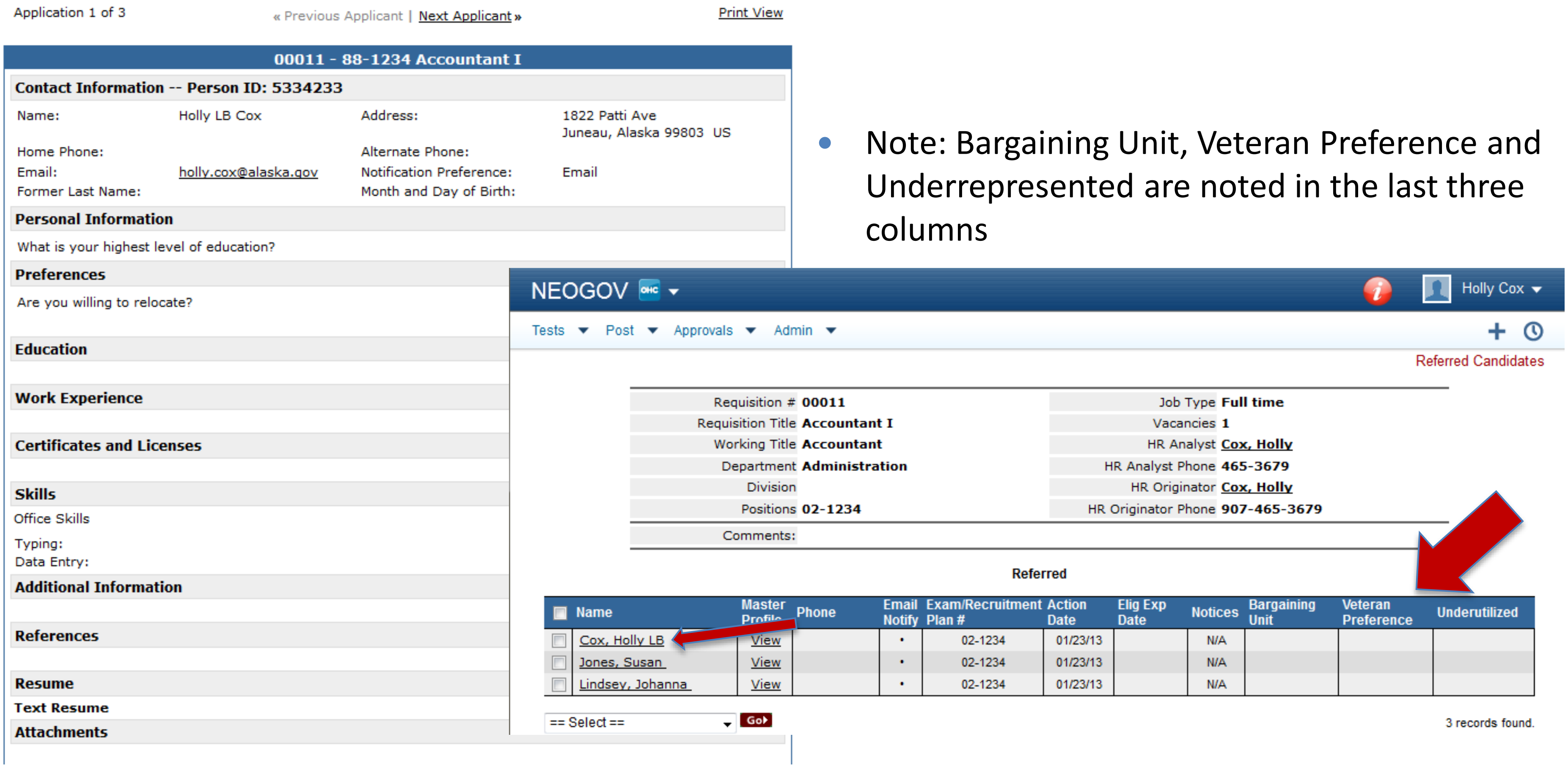
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Steps	Applications	Last Referred
00003	Natural Resource Specialist II	00-1234	Administration	Personnel and L...	Cox, Holly Dick, Sharon Johanson, Angelica	View	View	Print	11/27/12
00007	Human Resource Manager		Administration	Personnel and L...	Cox, Holly Dick, Sharon Johanson, Angelica	View	View	Print	11/27/12
00011	Accountant I	02-1234	Administration		Cox, Holly Dick, Sharon Johanson, Angelica	View	View	Print	01/15/13
2013-00132	Chemist I	99-9999	Administration	Risk Management	Cox, Holly Johanson, Angelica	View	View	Print	01/14/13

Page 1 of 1

View / Process Referred List

- Click on the candidate’s name to view application
- Check Residency, Minimum Qualification’s, etc. (In DEED, HR will check MQ’s and will only refer those applicants who meet MQ’s.)
- Apply Pre-Interview Criteria to determine who to interview (Unless you have made arrangements with HR to have them screen your applicants for you.)



Application 1 of 3 « Previous Applicant | Next Applicant » Print View

00011 - 88-1234 Accountant I

Contact Information -- Person ID: 5334233

Name: Holly LB Cox
Address: 1822 Patti Ave
Juneau, Alaska 99803 US
Home Phone:
Alternate Phone:
Email: holly.cox@alaska.gov
Notification Preference: Email
Former Last Name:
Month and Day of Birth:

Personal Information

What is your highest level of education?

Preferences

Are you willing to relocate?

Education

Work Experience

Certificates and Licenses

Skills

Office Skills
Typing:
Data Entry:

Additional Information

References

Resume

Text Resume

Attachments

Referred Candidates

Requisition #	**00011**	Job Type	**Full time**
Requisition Title	**Accountant I**	Vacancies	**1**
Working Title	**Accountant**	HR Analyst	**Cox, Holly**
Department	**Administration**	HR Analyst Phone	**465-3679**
Division		HR Originator	**Cox, Holly**
Positions	**02-1234**	HR Originator Phone	**907-465-3679**
Comments:			

Referred

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized
☐	Cox, Holly LB	View		•	02-1234	01/23/13		N/A			
☐	Jones, Susan	View		•	02-1234	01/23/13		N/A			
☐	Lindsey, Johanna	View		•	02-1234	01/23/13		N/A			

== Select == Go

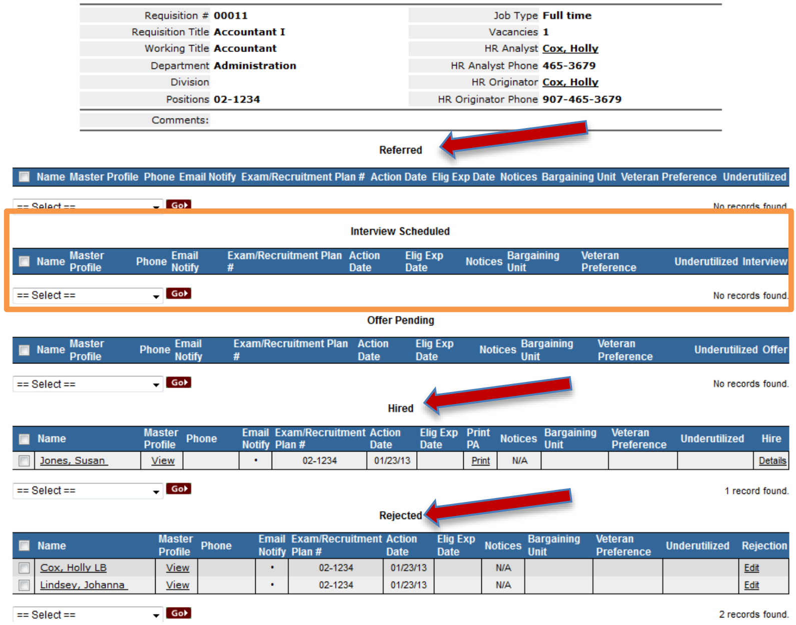
3 records found.

- Note: Bargaining Unit, Veteran Preference and Underrepresented are noted in the last three columns

Schedule an Interview

Intro

- Using the OHC to schedule an Interview is OPTIONAL
- This feature does not include auto scheduling; therefore you will need to contact the candidates manually to schedule the interviews
- Candidates can be moved straight from the 'Referred List' to 'Hired' and 'Rejected'
- If you choose to use the 'Interview Scheduled' section there are two options, but the basic process is the same



Requisition #	**00011**	Job Type	**Full time**
Requisition Title	**Accountant I**	Vacancies	**1**
Working Title	**Accountant**	HR Analyst	**Cox, Holly**
Department	**Administration**	HR Analyst Phone	**465-3679**
Division		HR Originator	**Cox, Holly**
Positions	**02-1234**	HR Originator Phone	**907-465-3679**

Comments:

Referred

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized

No records found.

Interview Scheduled

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized	Interview

No records found.

Optional

Offer Pending

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized	Offer

No records found.

Hired

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Print PA	Notices	Bargaining Unit	Veteran Preference	Underutilized	Hire
☐	Jones, Susan	View		•	02-1234	01/23/13		Print	N/A				Details

1 record found.

Rejected

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized	Rejection
☐	Cox, Holly LB	View		•	02-1234	01/23/13		N/A				Edit
☐	Lindsey, Johanna	View		•	02-1234	01/23/13		N/A				Edit

2 records found.

Schedule an Interview

Intro cont.

Option 1

- Call candidates to schedule interviews
- Move candidates into 'Interview Scheduled' after confirming time
- Send optional email notification informing candidates of when their interview has been scheduled

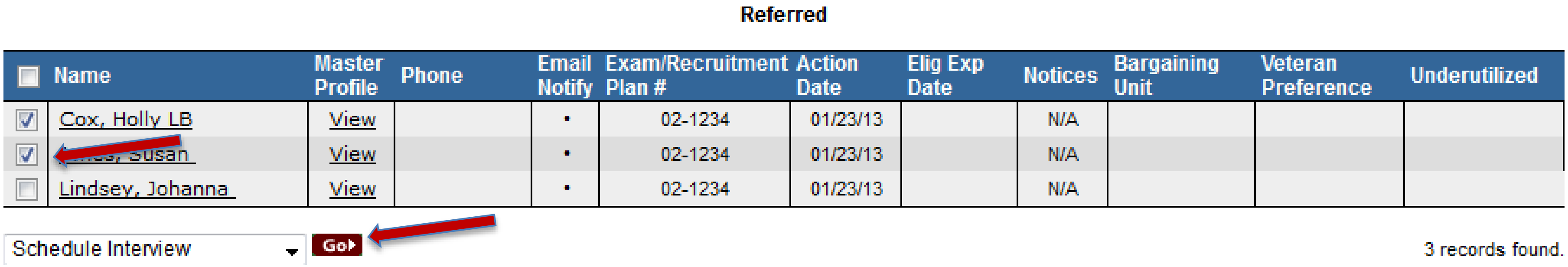
Note: Both options are equally valid. Option 1 you have to keep track of who you want to interview manually and move them into scheduled once scheduled. In Option 2 you use it to keep track of who you want to schedule, then update the information once scheduled.

Option 2

- Move all candidates you want to schedule an interview for at once
- Call candidates to schedule an interview
- Update the candidates already in the 'Interview Scheduled' section with confirmed details
- Send optional email notification informing candidates of when their interview has been scheduled

Schedule an Interview

- Check the box next to the name(s) of the candidate(s) you want to interview
- In the dropdown select ‘Schedule Interview’
- Click **Go**



Referred

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized
☑	Cox, Holly LB	View		•	02-1234	01/23/13		N/A			
☑	[illegible], Susan	View		•	02-1234	01/23/13		N/A			
☐	Lindsey, Johanna	View		•	02-1234	01/23/13		N/A			

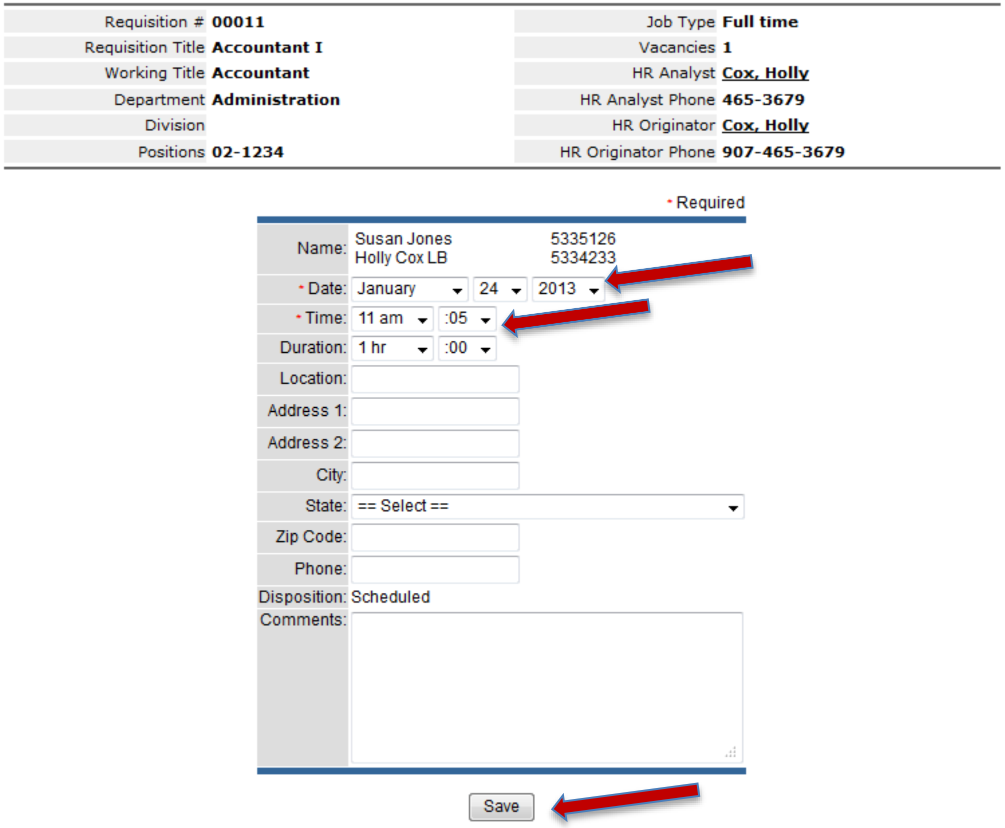
Schedule Interview ▾ Go▸

3 records found.

- NOTE: If you go with Option 1 you will want to go through each candidate individually as you schedule them for interviews. For Option 2 you will want to select all candidates to be interviewed.

Schedule an Interview

- Complete the required fields in the ‘Schedule Interview’ form
- **Date** is the date for the interview
- **Time** is the time that candidate is scheduled for an interview
- **Click Save**
- Note: All other information provided is for email notification reminders



Requisition #	00011	Job Type	Full time
Requisition Title	Accountant I	Vacancies	1
Working Title	Accountant	HR Analyst	Cox, Holly
Department	Administration	HR Analyst Phone	465-3679
Division		HR Originator	Cox, Holly
Positions	02-1234	HR Originator Phone	907-465-3679

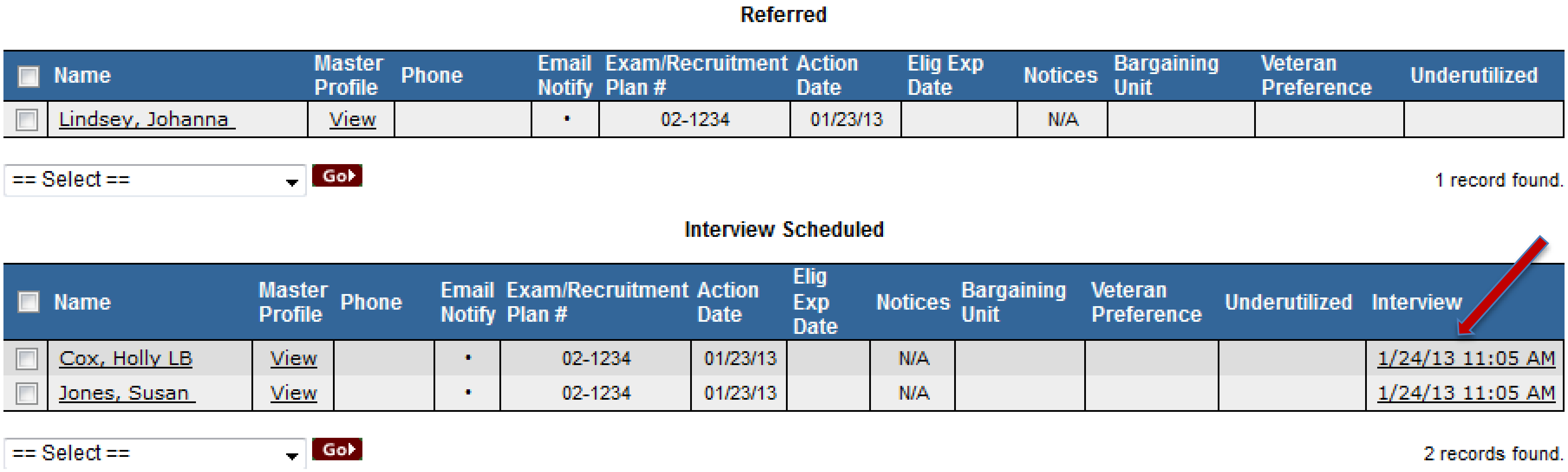
* Required

Name:	Susan Jones 5335126 Holly Cox LB 5334233
* Date:	January 24 2013
* Time:	11 am :05
Duration:	1 hr :00
Location:	
Address 1:	
Address 2:	
City:	
State:	== Select ==
Zip Code:	
Phone:	
Disposition:	Scheduled
Comments:	

- NOTE: Option 1 will pick the time scheduled for the individual candidate. Option 2 will select a generic time for all candidates, to be updated once interviews have been scheduled.

Schedule an Interview

- Candidates now appear in the 'Interview Scheduled' area with the time set for their interview listed in the far right
- Note: You can update the interview time after moving candidates into the 'Interview Scheduled' area by click on the date and time to the far right in the 'Interview' column



Referred

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized
☐	Lindsey, Johanna	View		•	02-1234	01/23/13		N/A			

1 record found.

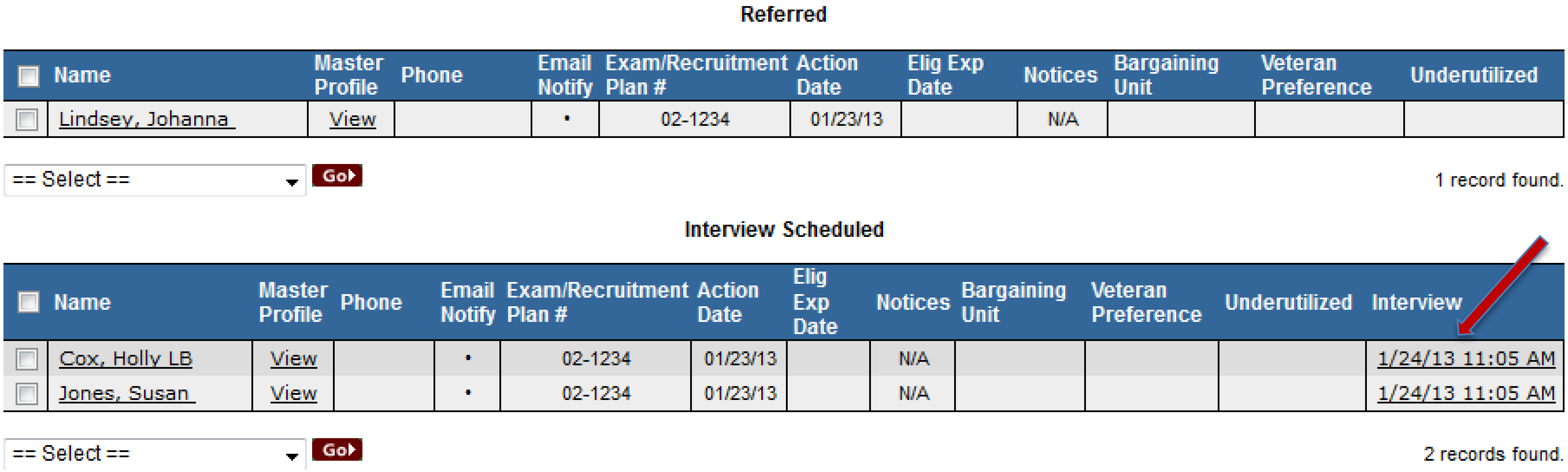
Interview Scheduled

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized	Interview
☐	Cox, Holly LB	View		•	02-1234	01/23/13		N/A				1/24/13 11:05 AM
☐	Jones, Susan	View		•	02-1234	01/23/13		N/A				1/24/13 11:05 AM

2 records found.

Schedule an Interview

- Make sure that all candidates under ‘Interview Scheduled’ have the correct date and time listed next to their names
- Send email notifications to all the candidate(s) listed (Optional)
- Note: How to send email notifications is covered later in this slideshow



Referred

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized
☐	Lindsey, Johanna	View		•	02-1234	01/23/13		N/A			

1 record found.

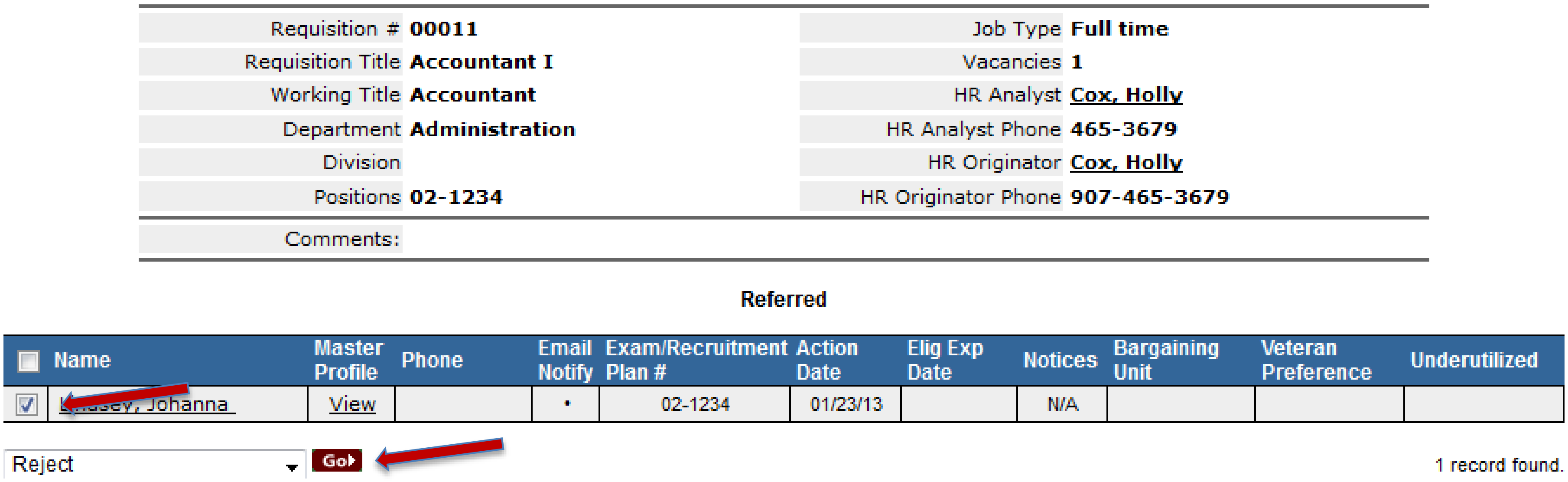
Interview Scheduled

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized	Interview
☐	Cox, Holly LB	View		•	02-1234	01/23/13		N/A				1/24/13 11:05 AM
☐	Jones, Susan	View		•	02-1234	01/23/13		N/A				1/24/13 11:05 AM

2 records found.

Reject a Candidate

- Check the box next to the name(s) of the candidate(s) you want to reject
- In the dropdown select ‘Reject’
- Click **Go**



Requisition #	**00011**	Job Type	**Full time**
Requisition Title	**Accountant I**	Vacancies	**1**
Working Title	**Accountant**	HR Analyst	**Cox, Holly**
Department	**Administration**	HR Analyst Phone	**465-3679**
Division		HR Originator	**Cox, Holly**
Positions	**02-1234**	HR Originator Phone	**907-465-3679**
Comments:			

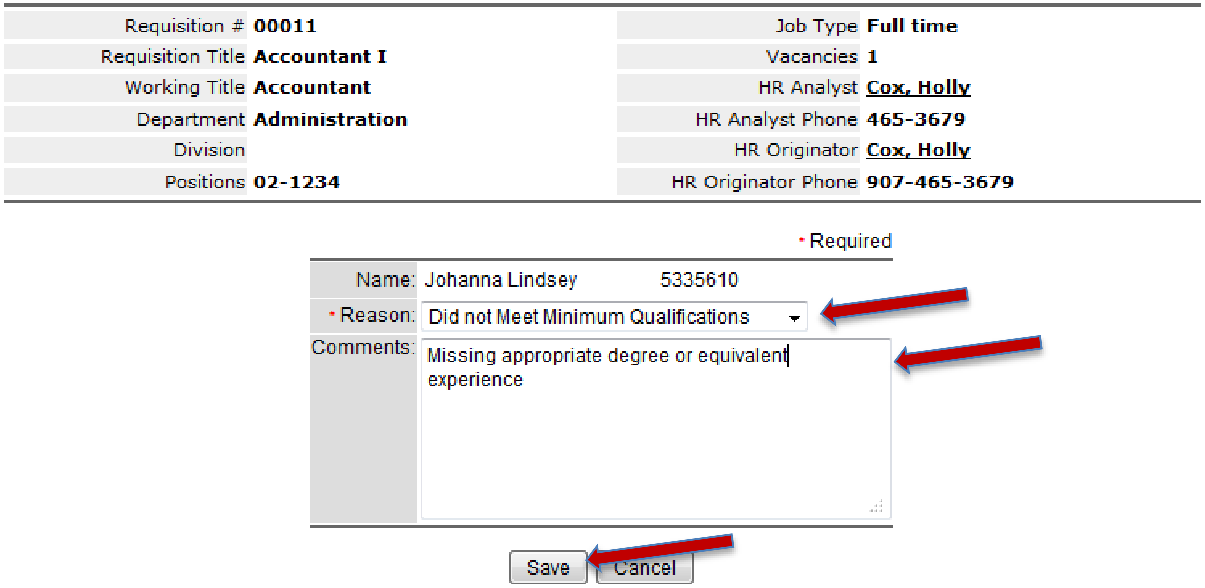
Referred

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized
☑	K[illegible]sey, Johanna	View		•	02-1234	01/23/13		N/A			

1 record found.

Reject a Candidate

- Fill out the following form
- Complete the **Reason** field from the dropdown
- Fill in the **Comments** with the specifics of the reason
- **Click Save**



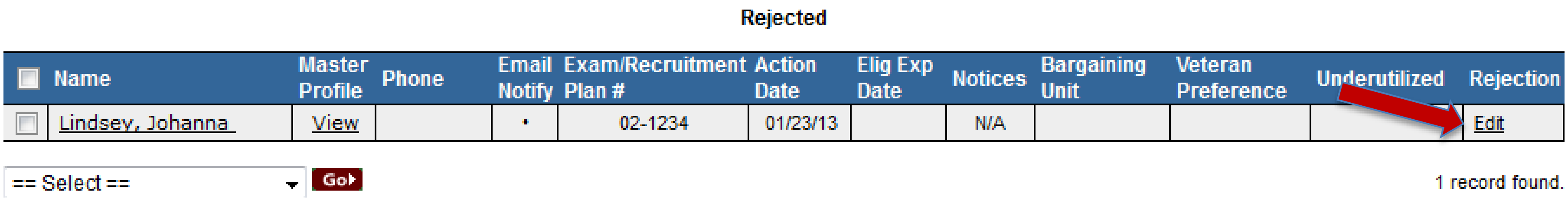
Requisition #	**00011**	Job Type	**Full time**
Requisition Title	**Accountant I**	Vacancies	**1**
Working Title	**Accountant**	HR Analyst	**Cox, Holly**
Department	**Administration**	HR Analyst Phone	**465-3679**
Division		HR Originator	**Cox, Holly**
Positions	**02-1234**	HR Originator Phone	**907-465-3679**

* Required

Name:	Johanna Lindsey 5335610
* Reason:	Did not Meet Minimum Qualifications
Comments:	Missing appropriate degree or equivalent experience

Reject a Candidate

- The candidate now appears under the rejected section
- Note: You can review and edit the rejection reason by selecting **Edit** to the far right under the 'Rejection' column



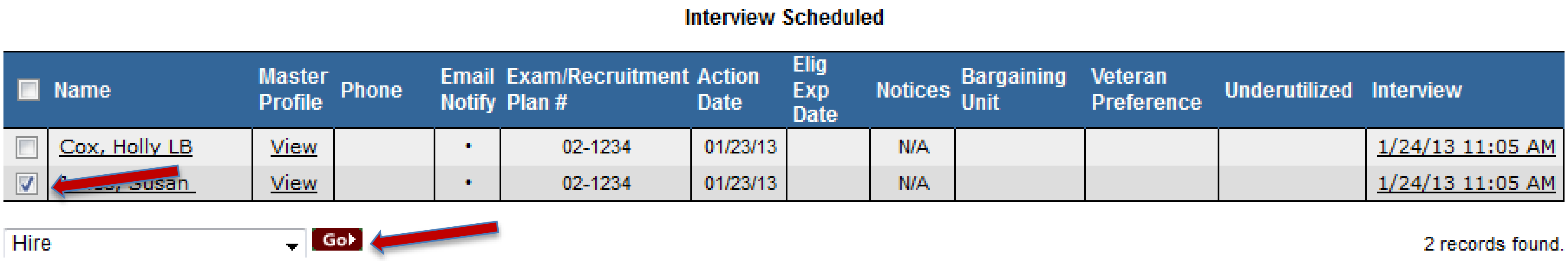
Rejected

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized	Rejection
☐	Lindsey, Johanna	View		•	02-1234	01/23/13		N/A				Edit

1 record found.

Make a Hire Approval Request

- Check the box next to the name of the candidate you want to request hire approval for
- In the dropdown, select ‘Hire’
- Click **Go**



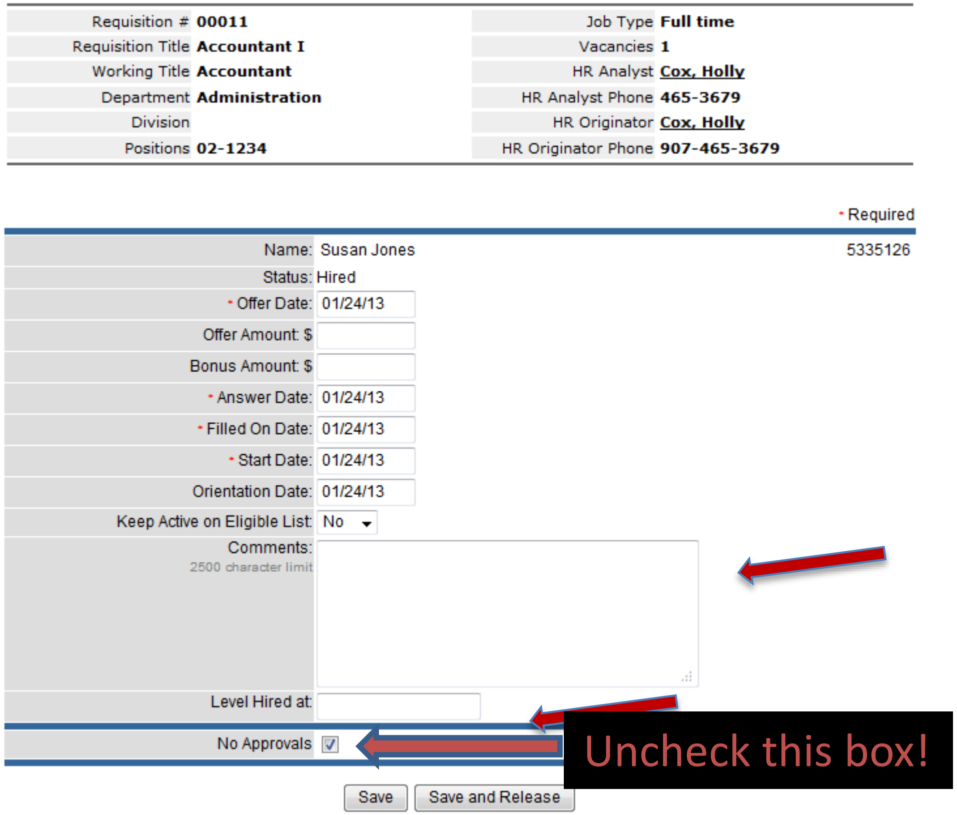
Interview Scheduled

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized	Interview
☐	Cox, Holly LB	View		•	02-1234	01/23/13		N/A				1/24/13 11:05 AM
☑	[illegible], Susan	View		•	02-1234	01/23/13		N/A				1/24/13 11:05 AM

2 records found.

Make a Hire Approval Request

- Only fill out the following fields
- **Comments** is where you can include dispo comments and provide any additional information about the hire request that you would like HR to consider
- **Level Hired at** is for flexibly staffed positions, to indicate what level the hire should be made at
- **No Approvals** – Make sure this box is **not** checked. You must get approval from your division director prior to sending the request for hire to HR.
- The next slide will outline your approval requirements.
- Note: All other information is either not required or automatically populated and does not need to be changed.



Requisition #	**00011**	Job Type	**Full time**
Requisition Title	**Accountant I**	Vacancies	**1**
Working Title	**Accountant**	HR Analyst	**Cox, Holly**
Department	**Administration**	HR Analyst Phone	**465-3679**
Division		HR Originator	**Cox, Holly**
Positions	**02-1234**	HR Originator Phone	**907-465-3679**

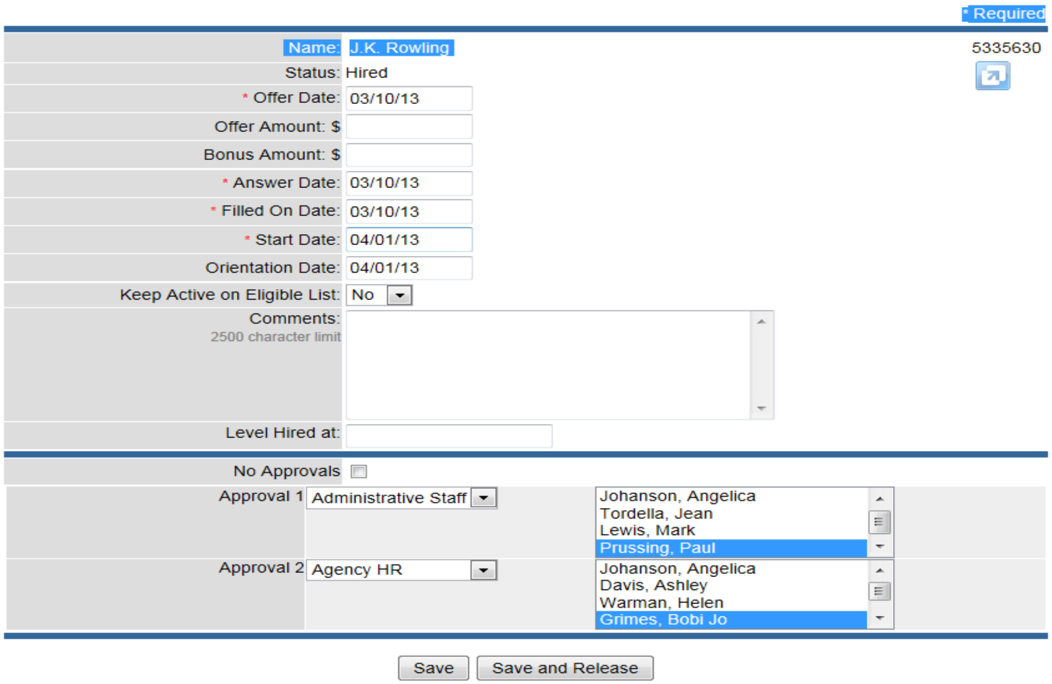
• Required

Name: Susan Jones 5335126
Status: Hired
• Offer Date: 01/24/13
Offer Amount: $
Bonus Amount: $
• Answer Date: 01/24/13
• Filled On Date: 01/24/13
• Start Date: 01/24/13
Orientation Date: 01/24/13
Keep Active on Eligible List: No
Comments: 2500 character limit
Level Hired at:
No Approvals ☑

Uncheck this box!

Hire Approvals Process

- Each hire approval in DEED will require two levels of approval:
    - For Approval 1, select Education Division Management from the drop down box, then select the radio button for “Must approve before next approver”, then select your Division Director from the box on the right.
    - For approval 2, select Education HR from the drop down box, then select the radio button for “Final approval”, then select your Human Resources contact from the box on the right.

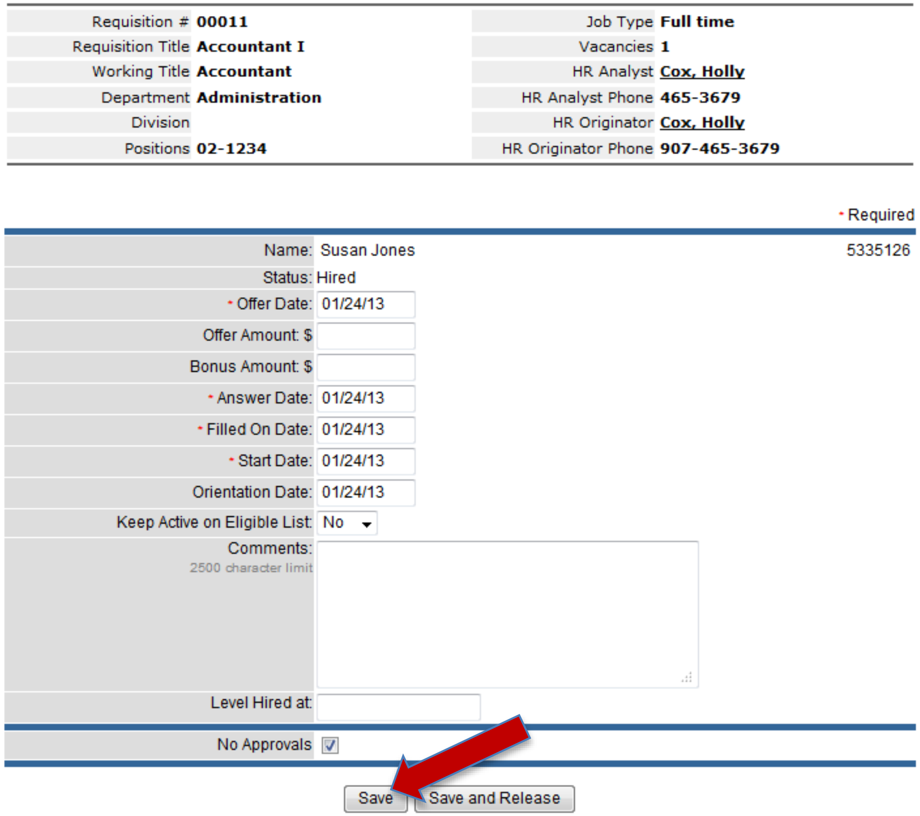


* Required

Name:	J.K. Rowling	5335630
Status:	Hired	
* Offer Date:	03/10/13	
Offer Amount: $		
Bonus Amount: $		
* Answer Date:	03/10/13	
* Filled On Date:	03/10/13	
* Start Date:	04/01/13	
Orientation Date:	04/01/13	
Keep Active on Eligible List:	No	
Comments: 2500 character limit		
Level Hired at:		
No Approvals	☐	
Approval 1	Administrative Staff	Johanson, Angelica Tordella, Jean Lewis, Mark Prussing, Paul
Approval 2	Agency HR	Johanson, Angelica Davis, Ashley Warman, Helen Grimes, Bobi Jo

Make a Hire Approval Request

- Click Save
- **Save** allows for you to add attachments and check that you have done all your other dispositions before sending the request to HR



Requisition #	**00011**	Job Type	**Full time**
Requisition Title	**Accountant I**	Vacancies	**1**
Working Title	**Accountant**	HR Analyst	**Cox, Holly**
Department	**Administration**	HR Analyst Phone	**465-3679**
Division		HR Originator	**Cox, Holly**
Positions	**02-1234**	HR Originator Phone	**907-465-3679**

* Required

Name: Susan Jones 5335126

Status: Hired

* Offer Date: 01/24/13

Offer Amount: $

Bonus Amount: $

* Answer Date: 01/24/13

* Filled On Date: 01/24/13

* Start Date: 01/24/13

Orientation Date: 01/24/13

Keep Active on Eligible List: No

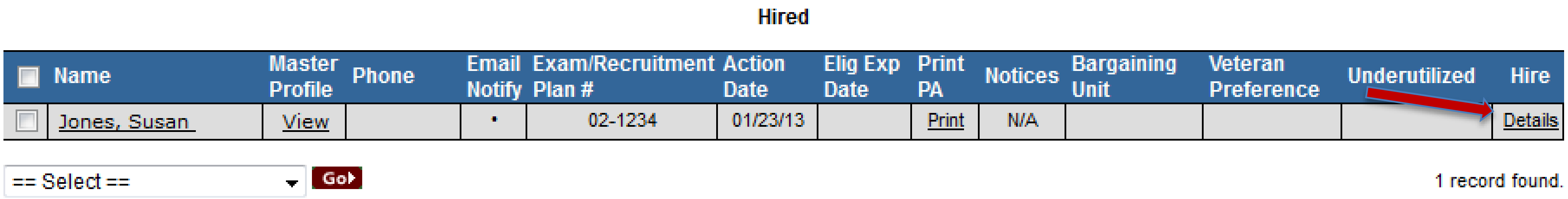
Comments: 2500 character limit

Level Hired at:

No Approvals ☑

Make a Hire Approval Request

- Attach Documents
- Candidate now appears under ‘Hired’
- Click on **Details** to the far right under the ‘Hire’ column



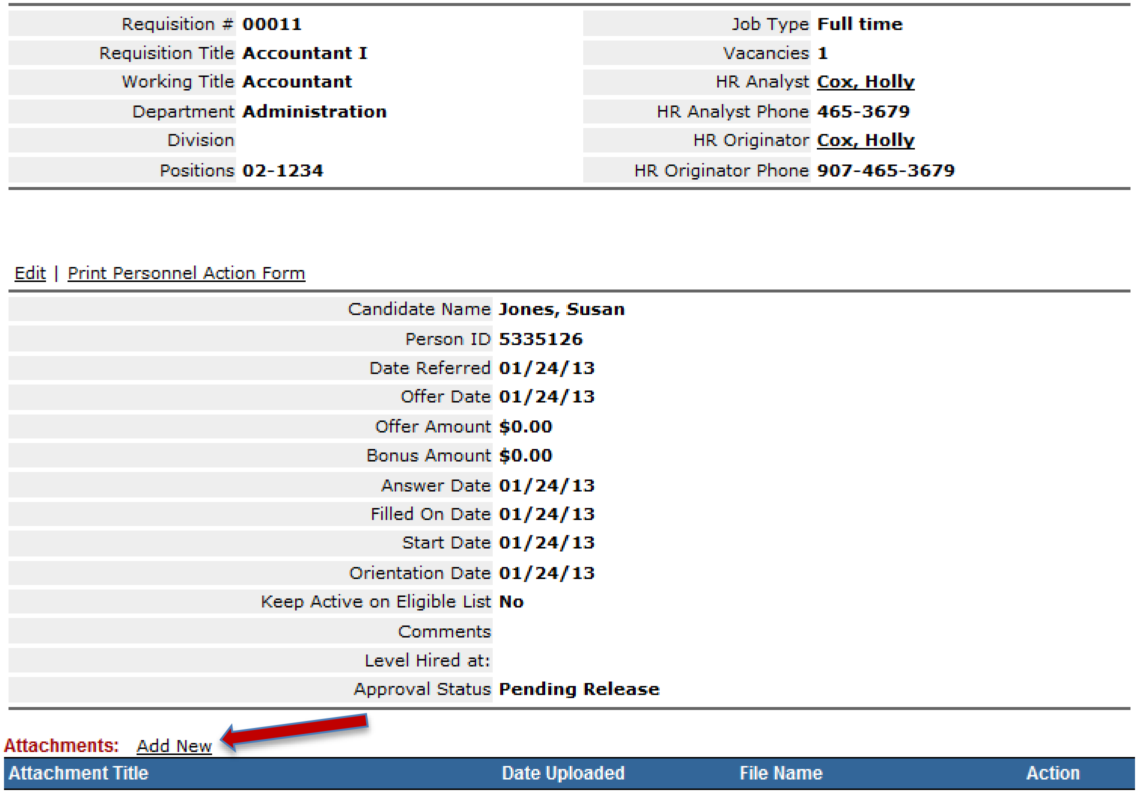
Hired

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Print PA	Notices	Bargaining Unit	Veteran Preference	Underutilized	Hire
☐	Jones, Susan	View		•	02-1234	01/23/13		Print	N/A				Details

1 record found.

Make a Hire Approval Request

- Attach Documents (cont.)
- On the ‘Referred Candidate – Hire Details’ screen click ‘Add New’ at the bottom



Requisition #	**00011**	Job Type	**Full time**
Requisition Title	**Accountant I**	Vacancies	**1**
Working Title	**Accountant**	HR Analyst	**Cox, Holly**
Department	**Administration**	HR Analyst Phone	**465-3679**
Division		HR Originator	**Cox, Holly**
Positions	**02-1234**	HR Originator Phone	**907-465-3679**

Edit | Print Personnel Action Form

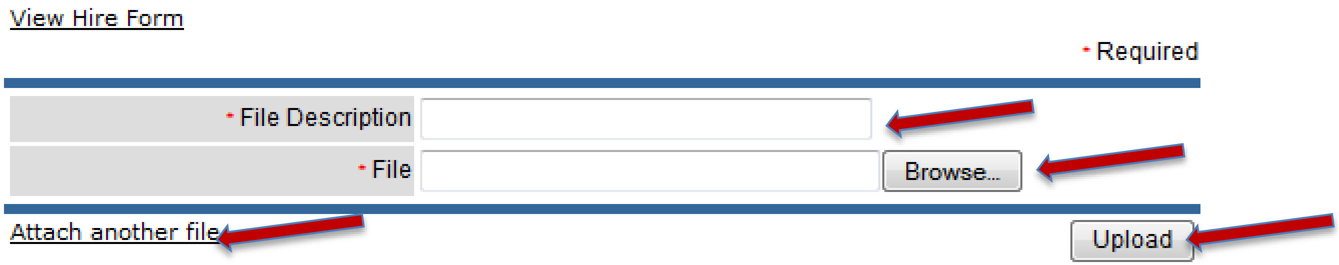
Candidate Name	**Jones, Susan**
Person ID	**5335126**
Date Referred	**01/24/13**
Offer Date	**01/24/13**
Offer Amount	**$0.00**
Bonus Amount	**$0.00**
Answer Date	**01/24/13**
Filled On Date	**01/24/13**
Start Date	**01/24/13**
Orientation Date	**01/24/13**
Keep Active on Eligible List	**No**
Comments	
Level Hired at:	
Approval Status	**Pending Release**

Attachments: Add New

Attachment Title	Date Uploaded	File Name	Action

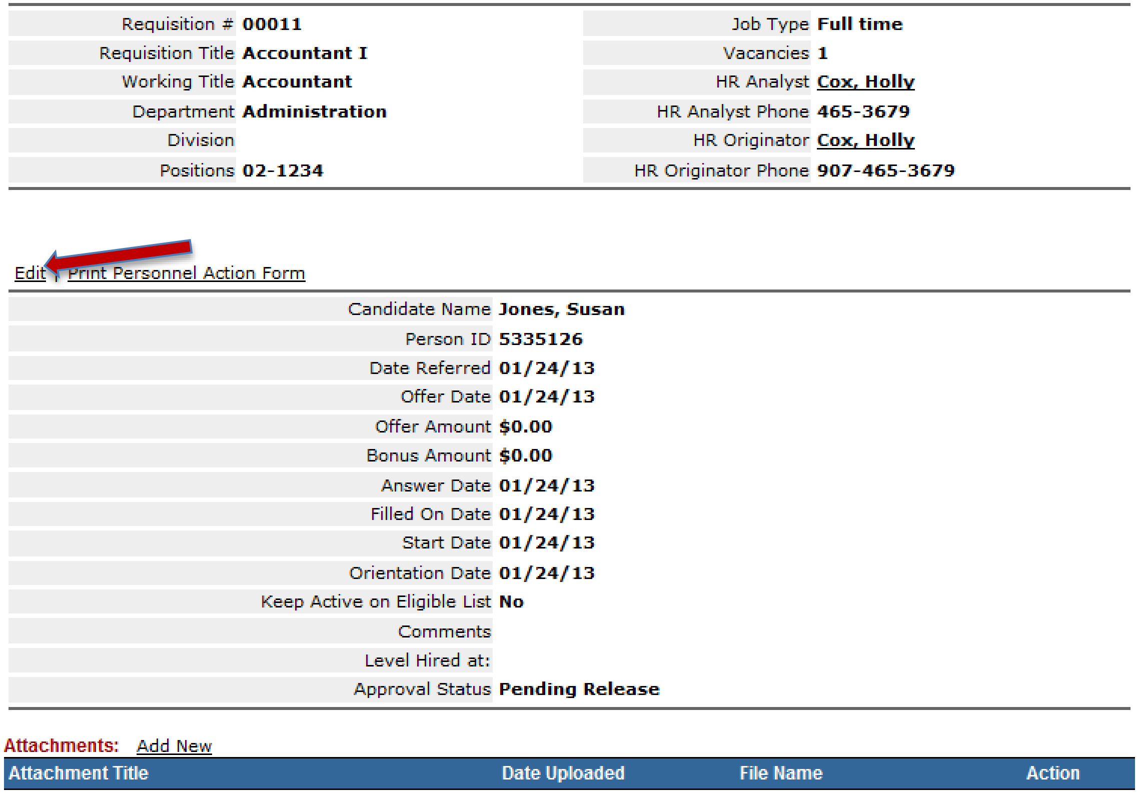
Make a Hire Approval Request

- Attach Documents (cont.)
- Fill out the form to add the required documents (Request for Hire Approval Checklist and Pre-Employment Certification are required. Nepotism waivers and supporting documentation such as teaching certificates should also be attached here.)
- **File Description** is where you include an appropriate label for the file being uploaded. Required files: Request for Hire Approval Checklist and Pre-Employment Certification
- **File** is where you click ‘Browse…’ to search your computer for the document to upload and attach.
- **Attach Another File** adds additional rows of form fields to fill out to attach additional files.
- **Click Upload** to attach files to the requisition


View Hire Form
* Required
* File Description
* File
Browse...
Attach another file
Upload

Make a Hire Approval Request

- Send to HR for approval
- On the ‘Referred Candidate – Hire Details’ screen click **Edit**



Requisition #	**00011**	Job Type	**Full time**
Requisition Title	**Accountant I**	Vacancies	**1**
Working Title	**Accountant**	HR Analyst	**Cox, Holly**
Department	**Administration**	HR Analyst Phone	**465-3679**
Division		HR Originator	**Cox, Holly**
Positions	**02-1234**	HR Originator Phone	**907-465-3679**

Edit | Print Personnel Action Form

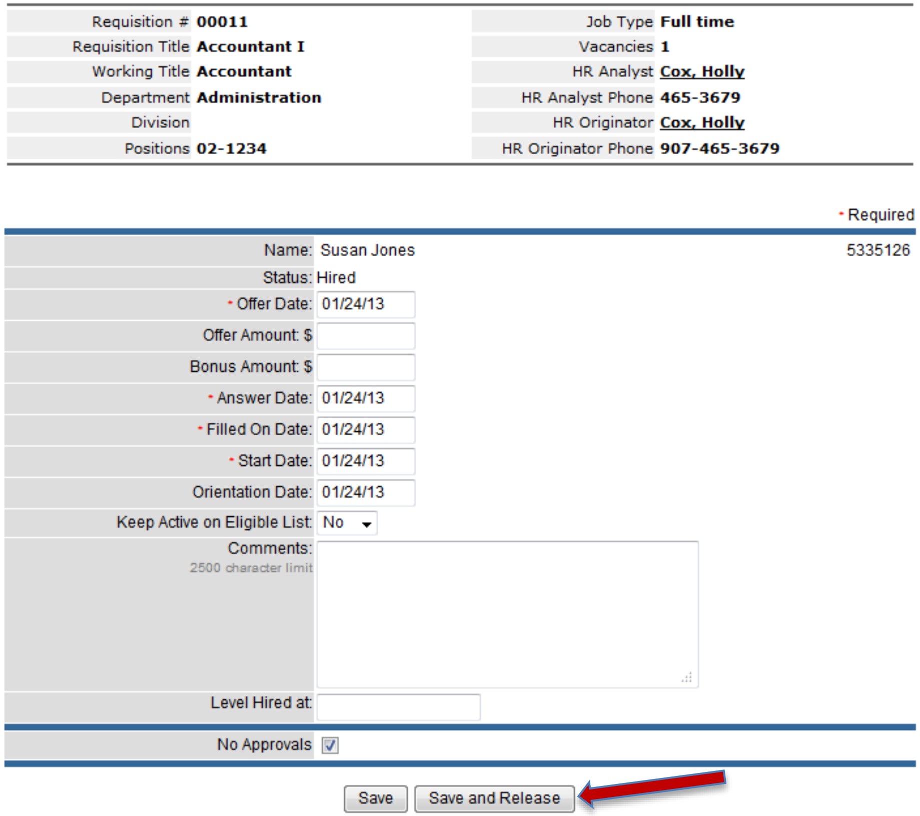
Candidate Name	**Jones, Susan**
Person ID	**5335126**
Date Referred	**01/24/13**
Offer Date	**01/24/13**
Offer Amount	**$0.00**
Bonus Amount	**$0.00**
Answer Date	**01/24/13**
Filled On Date	**01/24/13**
Start Date	**01/24/13**
Orientation Date	**01/24/13**
Keep Active on Eligible List	**No**
Comments	
Level Hired at:	
Approval Status	**Pending Release**

Attachments: Add New

Attachment Title	Date Uploaded	File Name	Action

Make a Hire Approval Request

- Send to HR
  - Review the information entered in the form
  - Make any necessary changes
  - Click **Save and Release**
  - An electronic notification is sent to your division director and agency HR so they can review your hire request



Requisition #	**00011**	Job Type	**Full time**
Requisition Title	**Accountant I**	Vacancies	**1**
Working Title	**Accountant**	HR Analyst	**Cox, Holly**
Department	**Administration**	HR Analyst Phone	**465-3679**
Division		HR Originator	**Cox, Holly**
Positions	**02-1234**	HR Originator Phone	**907-465-3679**

* Required

Name: Susan Jones 5335126

Status: Hired

* Offer Date: 01/24/13

Offer Amount: $

Bonus Amount: $

* Answer Date: 01/24/13

* Filled On Date: 01/24/13

* Start Date: 01/24/13

Orientation Date: 01/24/13

Keep Active on Eligible List: No

Comments: 2500 character limit

Level Hired at:

No Approvals ☑

Making the Offer

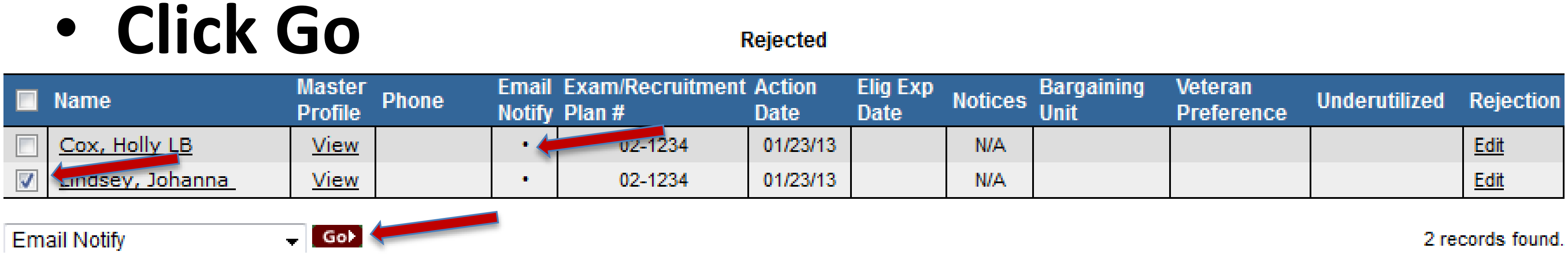
- Do not be confused by the new terminology in NeoGov OHC. **You still cannot contact a candidate to make an offer until you have received a hire approval email from your agency HR contact.**
- Once you have received your approval email, the hiring process remains the same as before. You still need to complete a PARF and send hiring paperwork to Payroll through your departmental channels.

Send Notices

- Notices can be sent at any point in the process
- Most notices will be sent after HR has approved your hire request to inform other candidates of their rejections
- For notices after a hire has been approved, make sure that you have properly dispo'd all candidates and have at least one candidate hired and the rest rejected
- If you have chosen to use the 'Interview Scheduled' section you will want to send email notification only so that candidates can confirm receipt of the email
- If after following the process you are unable to send notifications, please contact your Agency HR

Send Notices - Email

- Check the box next to the name(s) of the candidate(s) you want to send an Email Notification
- Select **Email Notify** from the dropdown
- **Click Go**



Rejected

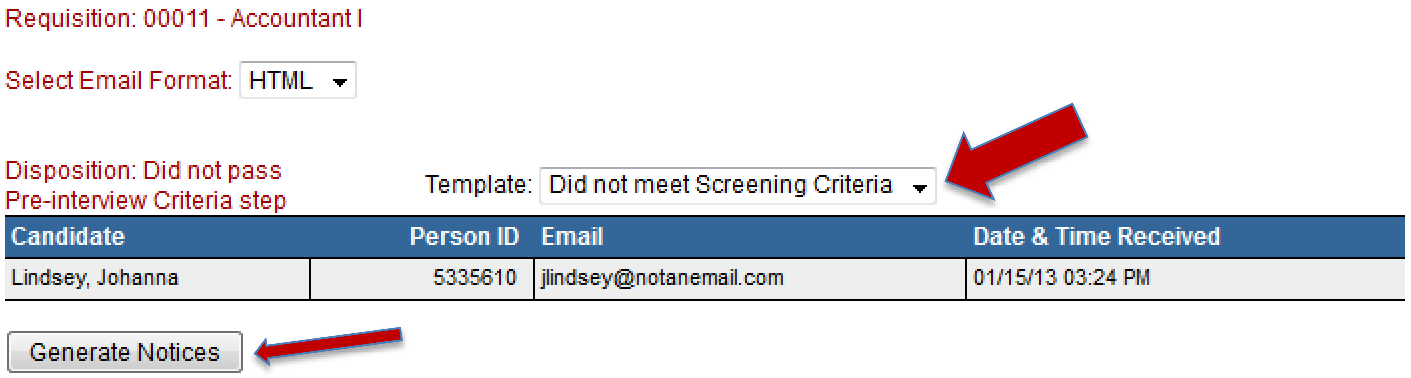
☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized	Rejection
☐	Cox, Holly LB	View		•	02-1234	01/23/13		N/A				Edit
☑	Lindsey, Johanna	View		•	02-1234	01/23/13		N/A				Edit

2 records found.

Note: If you do not see the ‘Email Notify’, contact your Agency HR

Send Notices - Email

- Select the **Template** for the email you want to send for each candidate
- Click **Generate Notices** to preview the email(s) before sending



Requisition: 00011 - Accountant I

Select Email Format: HTML

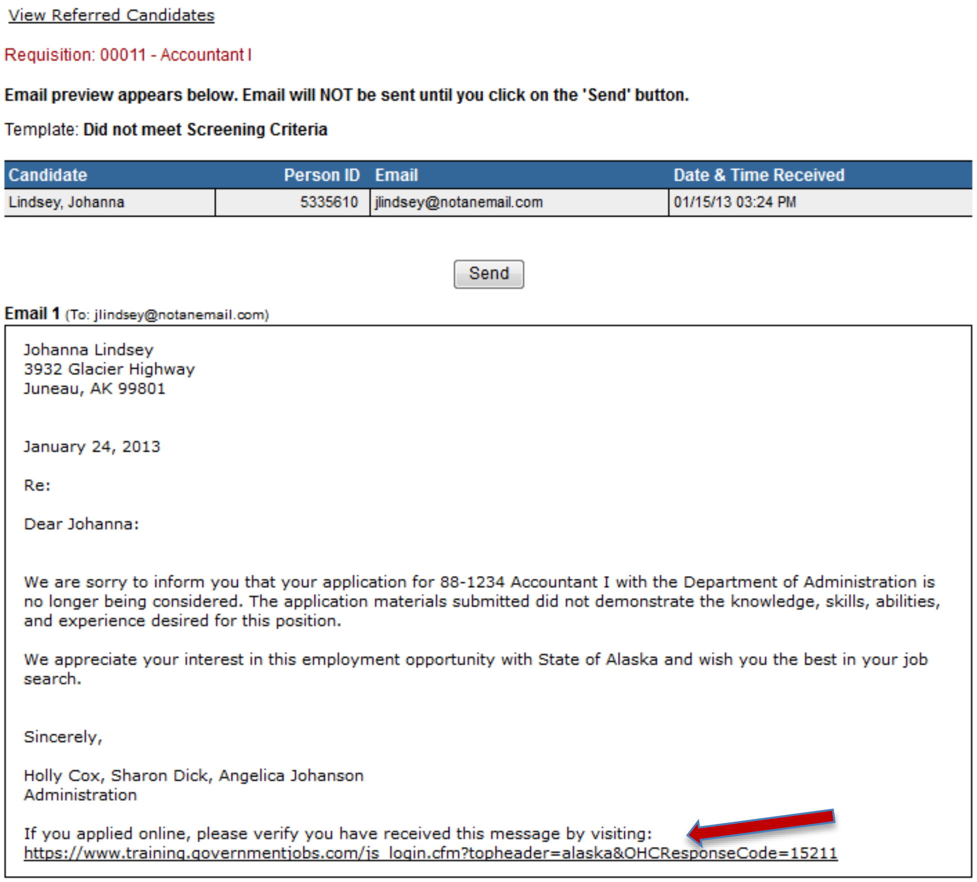
Disposition: Did not pass Pre-interview Criteria step

Template: Did not meet Screening Criteria

Candidate	Person ID	Email	Date & Time Received
Lindsey, Johanna	5335610	jlindsey@notanemail.com	01/15/13 03:24 PM

Send Notices - Email

- Review the message being sent
- If there are no errors or other problems **click Send**
- Note: If there are any problems, inform your agency HR
- Note: At the bottom of every email notification is a note for online applicants to verify receipt of the message



Requisition: 00011 - Accountant I

Email preview appears below. Email will NOT be sent until you click on the 'Send' button.

Template: **Did not meet Screening Criteria**

Candidate	Person ID	Email	Date & Time Received
Lindsey, Johanna	5335610	jlindsey@notanemail.com	01/15/13 03:24 PM

Email 1 (To: jlindsey@notanemail.com)

Johanna Lindsey
3932 Glacier Highway
Juneau, AK 99801

January 24, 2013

Re:

Dear Johanna:

We are sorry to inform you that your application for 88-1234 Accountant I with the Department of Administration is no longer being considered. The application materials submitted did not demonstrate the knowledge, skills, abilities, and experience desired for this position.

We appreciate your interest in this employment opportunity with State of Alaska and wish you the best in your job search.

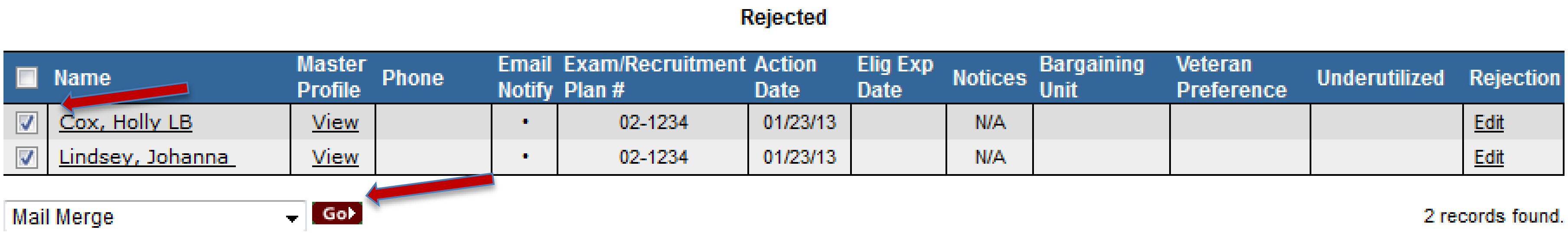
Sincerely,

Holly Cox, Sharon Dick, Angelica Johanson
Administration

If you applied online, please verify you have received this message by visiting:
https://www.training.governmentjobs.com/js_login.cfm?topheader=alaska&OHCResponseCode=15211

Send Notices - Print

- Check the box next to the name(s) of the candidate(s) you want to send a Print Notification
- Select **Mail Merge** from the dropdown
- **Click Go**



Rejected

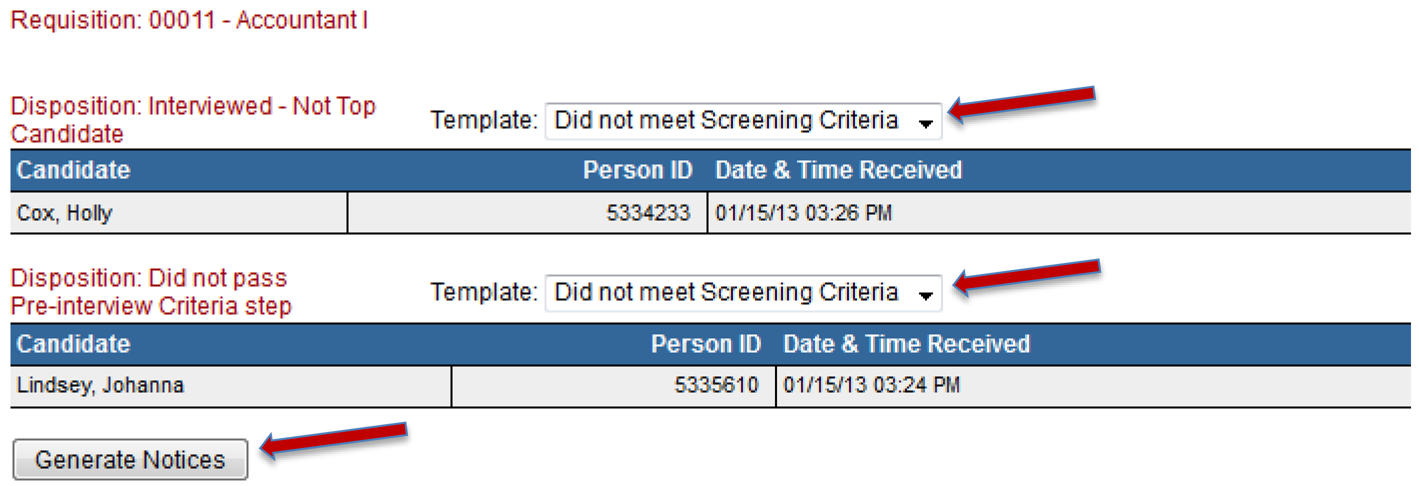
☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underutilized	Rejection
☑	Cox, Holly LB	View		•	02-1234	01/23/13		N/A				Edit
☑	Lindsey, Johanna	View		•	02-1234	01/23/13		N/A				Edit

Mail Merge

2 records found.

Send Notices - Print

- Select the **Template** for the letter you want to print and send for each candidate
- Click **Generate Notices** to download the letter(s) and label(s)



Requisition: 00011 - Accountant I

Disposition: Interviewed - Not Top Candidate

Template: Did not meet Screening Criteria

Candidate	Person ID	Date & Time Received
Cox, Holly	5334233	01/15/13 03:26 PM

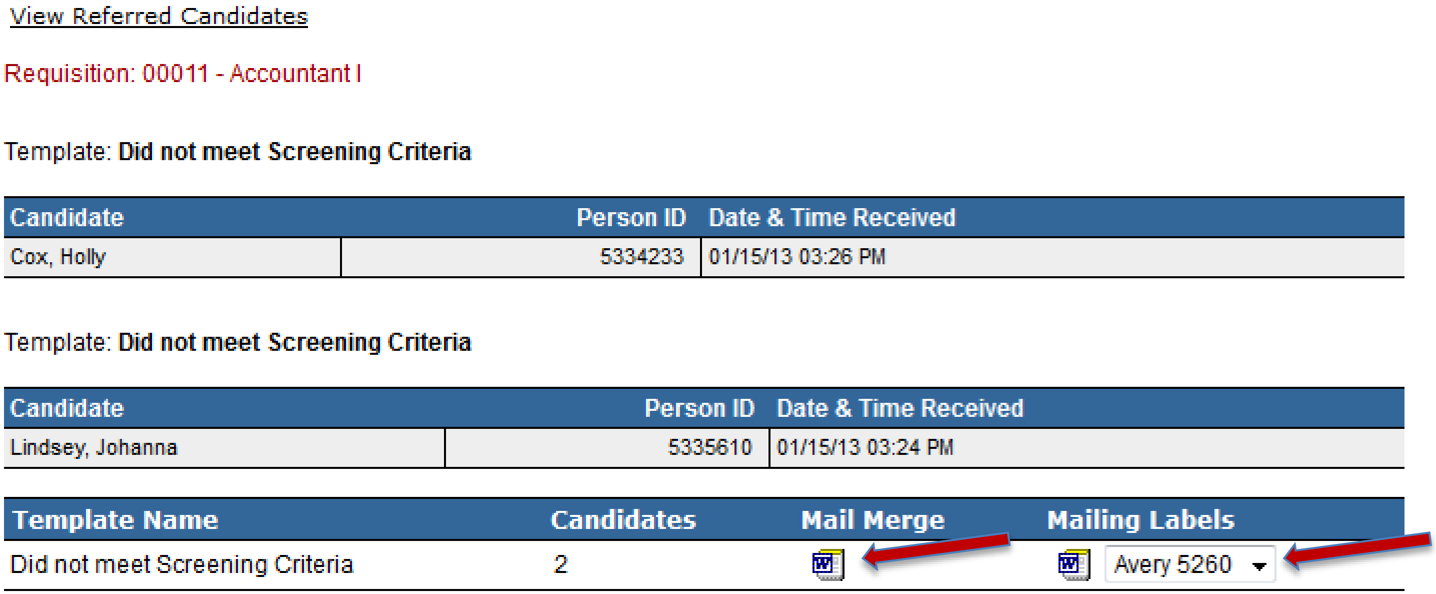
Disposition: Did not pass Pre-interview Criteria step

Template: Did not meet Screening Criteria

Candidate	Person ID	Date & Time Received
Lindsey, Johanna	5335610	01/15/13 03:24 PM

Send Notices - Print

- Select the type of labels you want to print
- Click the Microsoft Word Symbol to download the **Mail Merge** and **Mailing Labels**



View Referred Candidates

Requisition: 00011 - Accountant I

Template: **Did not meet Screening Criteria**

Candidate	Person ID	Date & Time Received
Cox, Holly	5334233	01/15/13 03:26 PM

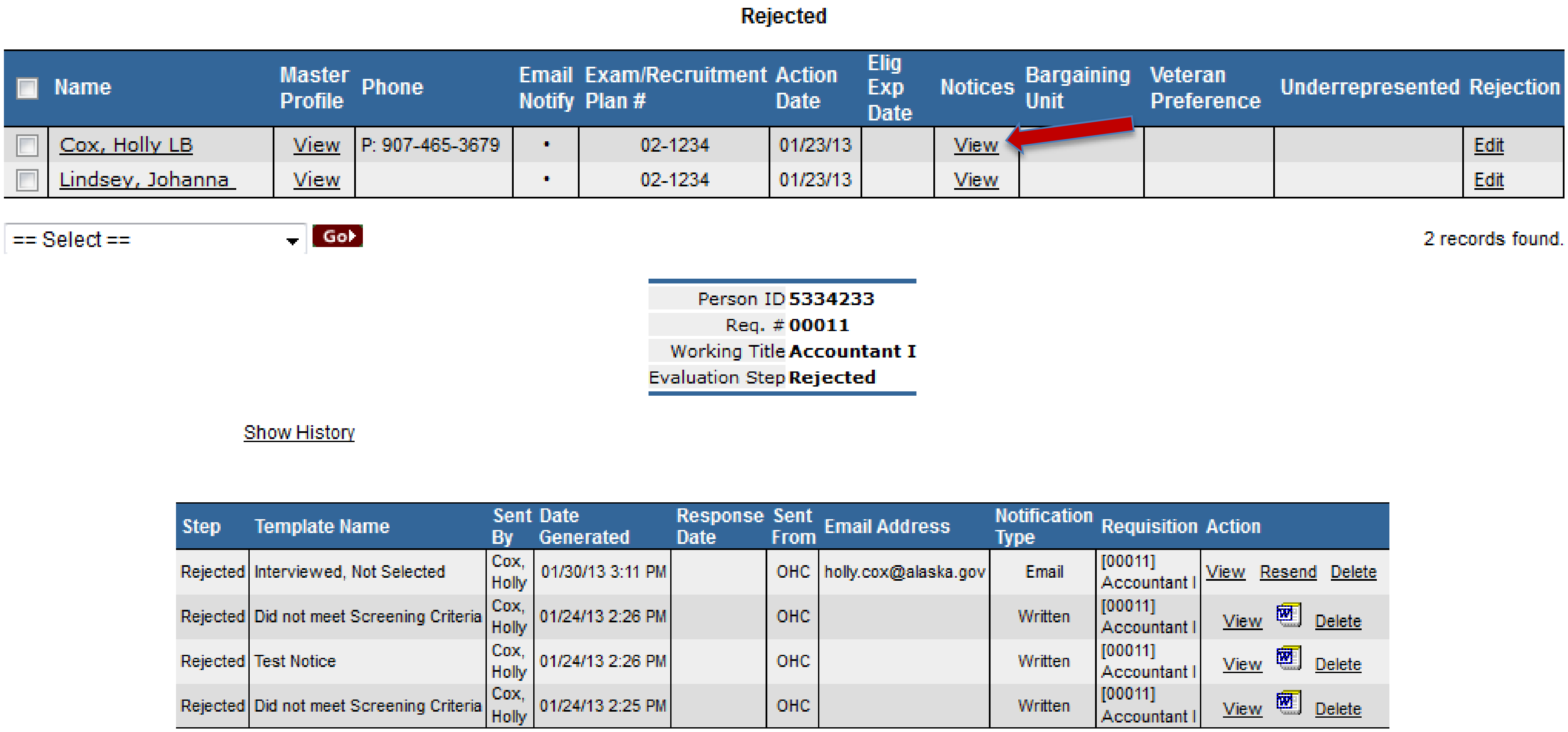
Template: **Did not meet Screening Criteria**

Candidate	Person ID	Date & Time Received
Lindsey, Johanna	5335610	01/15/13 03:24 PM

Template Name	Candidates	Mail Merge	Mailing Labels
Did not meet Screening Criteria	2		Avery 5260 ▾

Send Notices

- To view all notices that have been sent to an applicant click ‘View’ under the ‘Notices’ column



Rejected

☐	Name	Master Profile	Phone	Email Notify	Exam/Recruitment Plan #	Action Date	Elig Exp Date	Notices	Bargaining Unit	Veteran Preference	Underrepresented	Rejection
☐	Cox, Holly LB	View	P: 907-465-3679	•	02-1234	01/23/13		View				Edit
☐	Lindsey, Johanna	View		•	02-1234	01/23/13		View				Edit

2 records found.

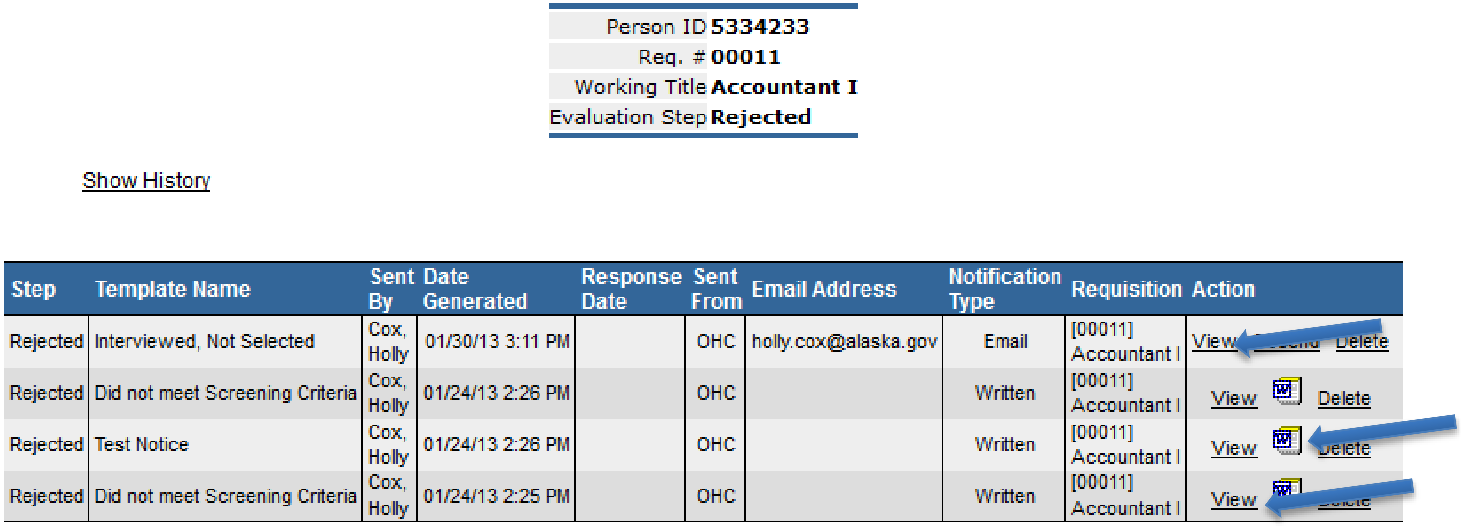
Person ID **5334233**
Req. # **00011**
Working Title **Accountant I**
Evaluation Step **Rejected**

Show History

Step	Template Name	Sent By	Date Generated	Response Date	Sent From	Email Address	Notification Type	Requisition	Action
Rejected	Interviewed, Not Selected	Cox, Holly	01/30/13 3:11 PM		OHC	holly.cox@alaska.gov	Email	[00011] Accountant I	View Resend Delete
Rejected	Did not meet Screening Criteria	Cox, Holly	01/24/13 2:26 PM		OHC		Written	[00011] Accountant I	View Delete
Rejected	Test Notice	Cox, Holly	01/24/13 2:26 PM		OHC		Written	[00011] Accountant I	View Delete
Rejected	Did not meet Screening Criteria	Cox, Holly	01/24/13 2:25 PM		OHC		Written	[00011] Accountant I	View Delete

Send Notices

- From the right hand column ‘Action’
  - You can view all notices sent to an individual candidate
  - You can download the print notifications
  - You can resend email notifications
- Note: If a notification has already been sent to that candidate do not delete the record



Person ID	**5334233**
Req. #	**00011**
Working Title	**Accountant I**
Evaluation Step	**Rejected**

Show History

Step	Template Name	Sent By	Date Generated	Response Date	Sent From	Email Address	Notification Type	Requisition	Action
Rejected	Interviewed, Not Selected	Cox, Holly	01/30/13 3:11 PM		OHC	holly.cox@alaska.gov	Email	[00011] Accountant I	View Resend Delete
Rejected	Did not meet Screening Criteria	Cox, Holly	01/24/13 2:26 PM		OHC		Written	[00011] Accountant I	View W Delete
Rejected	Test Notice	Cox, Holly	01/24/13 2:26 PM		OHC		Written	[00011] Accountant I	View W Delete
Rejected	Did not meet Screening Criteria	Cox, Holly	01/24/13 2:25 PM		OHC		Written	[00011] Accountant I	View W Delete